

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: LA-509 - Louisiana Balance of State CoC

1A-2. Collaborative Applicant Name: Louisiana Housing Corporation

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Louisiana Housing Corporation

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		

By selecting "other" you must identify what "other" is.

**1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)**

1. The CoC solicits and considers opinions from a broad array of organizations and persons in the following ways. . The CoC Board has designated seats for the State Departments of Education, Health & Hospitals, Children and Family Services, and Corrections; elected seats from each of the CoC's 5 regions; and 2 seats filled by people who previously experienced homelessness. The CoC receives input from the Governor's Council on Homelessness, collaborates with Consolidated Plan jurisdictions, and participates in the statewide Homelessness Working Group, which meets quarterly and includes representatives from all Louisiana CoCs and state partners including the Office of Behavioral Health (which administers statewide SAMHSA PATH funding).
2. The CoC reached out by email, phone, and through in-person meetings to solicit information from stakeholders. The CoC holds public meetings for feedback and notifies people about them via its 300+ person email list, communication from statewide partners including the Louisiana Housing Corporation and the Louisiana Coalition Against Domestic Violence, and regional outreach from peer organizations and CoC members.
3. The CoC takes into consideration information gathered in public forums to address improvements and new approaches to prevent and end homelessness by bringing that information to the Board, CoC membership, and CoC staff to inform decisions. CoC committees and CoC staff incorporate solicited information into the CoC NOFA and policy creation processes. Examples of improvements made in response to information gathered at public forums include leading statewide development of a Homelessness Emergency Plan to guide Louisiana CoCs preparing for/responding to emergencies, sharing limited HMIS data across CoCs to better serve people moving between CoCs, and creating CoC working groups to address specific subpopulation issues, including for veterans, youth, survivors of domestic violence, and people with substance abuse disorders.

1B-2.Open Invitation for New Members. Applicants must describe:

- (1) the invitation process;
 - (2) how the CoC communicates the invitation process to solicit new members;
 - (3) how often the CoC solicits new members; and
 - (4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
- (limit 2,000 characters)**

1. The CoC's invitation process for new members includes: an open invitation posted on its website that includes CoC contact information and meeting schedules/locations; annual requests emailed to its 300+ member email list that subscribers reach out to non-participating agencies to increase CoC membership; ongoing outreach to non-participating agencies from CoC members; in-person invitations to attendees at the annual Louisiana (LA) Homelessness Conference; and requiring all CoC Program and Emergency Solutions Grant recipients and subrecipients to participate in CoC meetings.
2. The CoC communicates invitations to solicit new members via: publicly posted Governance Charter outlining the membership process; website postings and email list messages; quarterly CoC General Meetings, and members are reminded to recruit new members. New and potential members are contacted by the CoC Manager to discuss the CoC's mission and funding opportunities.
3. The CoC Charter mandates at least annual outreach to new members. The CoC has open enrollment and solicits new members on an ongoing basis via its website, quarterly via its email list and its General Meetings, ongoingly through peer organizations and CoC member outreach, annually by a listserv message and as appropriate during funding competitions, conference and the PIT Count.
4. The CoC ensures people experiencing homelessness or who formerly experienced homelessness have a voice and are encouraged to join the CoC by maintaining a designated seat for that population on the Board and encouraging youth from that population to serve on its Youth Action Board (YAB) committee. The CoC recruits people experiencing homelessness for the Board and YAB through homeless service providers, including youth service providers for the YAB. Board and YAB members, including those experiencing or who formerly experienced homelessness, are informed about and encouraged to attend CoC General Meetings.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

1. The CoC notified the public that it was accepting project application proposals by posting the local Funding Year 2018 Continuum of Care Program Request for Proposals (FY18 CoC Program RFP) on the CoC's website and distributing it through its 300+ member email list and the Louisiana Housing Corporation's social media outlets. The RFP and e-mail message stated the CoC is open to and will consider applications from organizations that have not previously received CoC program funding. The method for submitting project proposals to the CoC was detailed in the FY18 CoC Program RFP, which instructed providers to submit application packets both by email to the CoC Program Manager and through e-snaps.
2. The CoC's process to determine which project applications would be included in the FY 2018 CoC Program Competition was as follows. The RFP required projects to be submitted to the CoC by August 16. Projects were screened with threshold criteria including Housing First, Coordinated Entry and HMIS participation, and eligible activities; projects that did not meet all threshold criteria were rejected. Projects that met all threshold criteria were scored by the

Scoring Committee, which is composed of individuals without a direct interest in funding awards. The CoC-approved scoring tools scored projects based on their strategies to transition people quickly into self-sufficiency and permanent housing, including increasing participant income, non-cash benefit access, and their outreach strategies. The Scoring Committee awarded funds according to the structure outlined in the CoC's Project Scoring, Rating, and Ranking document, which broadly awarded funds in descending order of score, first to renewal projects and then to new projects.

3. The CoC publicly announced it was open to proposals on July 12, 2018.

4. N/A. The CoC accepts proposals from organization that have not previously received funding, which it announced in its RFP.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	No
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:

- (1) consulted with ESG Program recipients in planning and allocating ESG funds; and**
 - (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.**
- (limit 2,000 characters)**

1. The CoC consulted with its two ESG Program recipients, the Louisiana Housing Corporation (LHC) and City of Baton Rouge-Parish of East Baton Rouge (Baton Rouge), in planning and allocating ESG funds. LHC is the CoC's Collaborative Applicant and the statewide ESG recipient; LHC CoC staff

and the CoC Board provided input into the statewide ESG planning and allocation process throughout the year during CoC Board meetings and in-person meetings, including developing a need-based allocation method using annual Point in Time Count outcomes. The CoC also participates in statewide quarterly Homeless Working Group meetings, which include all Louisiana CoCs and which develop and review performance measures for statewide ESG, including: number of people served by a given project; length of stay; and outreach efficacy. The CoC consulted with Baton Rouge on its ESG planning and allocation process by providing feedback on which eligible costs and activities would best meet the need of the CoC and identifying organizations who were most likely to have the capacity to implement ESG in an effective, cost-efficient way.

2. The CoC participated in the process of evaluating and reporting performance of statewide ESG sub-recipients by reviewing project evaluation standards and through its annual joint monitoring process. LHC CoC staff contributed to developing project evaluation standards based on projects' system performance measures. LHC's joint monitoring process ensures that agencies that receive homeless funding from multiple sources, including CoC Program, statewide ESG, and CDBG for disaster rapid re-housing, are monitored once annually by all relevant LHC staff to improve collaboration between the programs and to reduce the agencies' monitoring burden. LHC CoC staff provide project-level HMIS data and analysis to LHC ESG staff as requested and on an annual basis during the monitoring process.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:

(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. The CoC's protocols prioritize safety and incorporate trauma-informed, victim-centered services through development of the CoC's emergency transfer plan(ETP) based on HUD's Model ETP and implemented in accordance with Violence Against Women Act requirements to ensure survivors of domestic

violence, dating violence, sexual assault, and stalking (DV) are eligible to be transferred to another housing unit if they believe there is a threat of imminent harm from further violence if they remain in the housing unit or, for survivors of sexual assault, if the sexual assault occurred on the premises of their current housing unit within the previous 90 days. Survivors are eligible to be transferred to units with their current housing provider or another CoC housing provider. Housing providers cannot refuse a participant's emergency transfer request if the participant meets the criteria listed above to prioritize restoring feelings of safety, choice, and control. CoC Program projects that serve survivors of DV are required to prioritize participant safety as well as track and report on increases self-reported safety.

2. The CoC maximizes client choice for housing and services while ensuring safety and confidentiality in the following ways. During the Coordinated Entry referral process, a participant may decline a housing provider's offer of housing without losing access to the CoC's prioritization list; once a participant accepts an offer of housing, they may decline any specific housing unit and cannot be penalized for doing so. This promotes client choice and ensures participants are able to prioritize their own safety during every stage of the process. To protect their confidentiality, survivors of domestic violence' personal information is kept in their original intake organization's HMIS-comparable database until they accept a housing provider's offer of housing, at which point their data is shared exclusively with that housing provider.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

1. The CoC provides training on an annual basis for CoC area project staff through the Louisiana Coalition Against Domestic Violence (LCADV), the federally designated statewide coalition of victim services providers. LCADV provides in-person training open to all project staff on implementing trauma-informed and victim-centered best practices in serving survivors of domestic violence. Topics include trauma informed care, coordinated community responses to domestic violence, advocacy services designed for children and parents together and for survivors who use drugs, opioid overdose prevention, federal confidentiality requirements, shelter services, legal advocacy, and standards of service. LCADV also provides online training on an ongoing basis open to all CoC area project staff for assisting survivors with disabilities, legislative advocacy, domestic violence dynamics, technology safety, domestic violence offender programming, and danger assessment.

2. The CoC provides training on an annual basis through LCADV for Coordinated Entry staff. Training is in-person and focuses on implementing trauma-informed and victim-centered best practices. Topics include coordinated community responses to domestic violence, crisis call screening, and intake procedures including confidentiality protocols. The CoC's Coordinated Entry safety planning protocols include referrals to DV providers (which have internal safety protocols in place) and not retaining DV survivor data in HMIS. As part of the CoC's safety planning and to ensure confidentiality for survivors, the CoC requires all projects serving DV survivors to use EmpowerDB as their HMIS-comparable database. This uniform requirement enables the CoC to effectively monitor and provide technical assistance for DV survivor data, ensuring data

protections/confidentiality apply CoC-wide.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The CoC uses de-identified aggregate data from HMIS-comparable databases operated by DV ESG projects, from projects' assessments of their survivors' increased safety, and, through the Louisiana Coalition Against Domestic Violence (LCADV), from the Louisiana Department of Children and Family Services (DCFS)' Family Violence Prevention and Services Act (FVPSA) annual report and LCADV's annual statewide needs assessment to assess the scope of community and specialized needs related to domestic violence, dating violence, sexual assault, and stalking. The CoC uses de-identified aggregate data from DV ESG projects' HMIS-comparable databases, including participant demographics (family size, gender identity, geographic location), to determine which participant populations need services and the level of services they require. LCADV's needs assessment includes anonymous survivor surveys, survivor listening sessions, surveys of culturally specific service providers, and surveys of law enforcement and criminal justice entities. Results de-identified, aggregated, and published to various stakeholders. Through LCADV, the CoC also engages data from the Louisiana Domestic Violence Prevention Commission and the Louisiana Commission on Law Enforcement. All of these data and assessments are incorporated into funding processes for the CoC Program, statewide ESG, and LCADV, ensuring that each of the CoC's communities have their needs identified and receive funding as it is available to address those needs.

**1C-4. DV Bonus Projects. Is your CoC Yes
applying for DV Bonus Projects?**

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	<input checked="" type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

1C-4b. Applicants must describe:

- (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;**
 - (2) the data source the CoC used for the calculations; and**
 - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

1. During the 12-month period that ended June 2018, the CoC served 3,177 domestic violence survivors in its geographic area through emergency shelters,

permanent housing programs including rapid re-housing, crisis intervention services, advocacy services, and safety planning as funded through sources including Emergency Solutions Grant (ESG).

2. The CoC used the following data source for calculating the number of domestic violence survivors served during the previous 12-month period: each domestic violence service provider records the number of survivors it serves in its own database; projects that receive ESG funding use HMIS-comparable databases. Data is collected at intake and annually at recertification by projects serving DV survivors..

3. The CoC received data from the statewide ESG provider and Louisiana Coalition Against Domestic Violence (LCADV), the federally designated statewide coalition of DV service providers.. The statewide ESG provider received data from St. Bernard Battered Women's Program, currently the only ESG-funded DV project in the CoC. LCADV received data from the Louisiana Department of Children and Family Services (DCFS), which uses the data for Family Violence and Prevention and Services Act (FVPSA) reporting. DCFS collected the data from service providers working to end domestic violence during its FVPSA reporting period. Service providers collect data from interviewing survivors in person. Data is collected by interviewing participants at intake and annually at recertification by projects serving DV survivors.

1C-4c. Applicants must describe:

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
 - (2) data source the CoC used for the calculations; and**
 - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

1. During the 12-month period that ended June 2018, the following number of domestic violence survivors needed housing or services in the CoC's geographic area: 3,499, of which 322 had unmet requests for services, or 101 on a single point in time, of which 76 (75%) were for housing.

2. The CoC used the following data source for calculating the number of domestic violence survivors who needed housing or services in the CoC's geographic area during the previous 12-month period: each domestic violence service provider records the number of survivors it serves in its own database; projects that receive ESG funding use HMIS-comparable databases.

3. The CoC received the data from the Louisiana Coalition Against Domestic Violence (LCADV), which is the federally designated statewide coalition of service providers working to end domestic violence. LCADV received the data from the Louisiana Department of Children and Family Services (DCFS), which uses the data for Family Violence and Prevention and Services Act (FVPSA) reporting. DCFS collected the data from service providers working to end domestic violence during its FVPSA reporting period.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
- (2) quantify the unmet need for housing and services for DV survivors;**
- (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**

**(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)**

1. The CoC's current Coordinated Entry System (CES) is inadequate to address the needs of survivors of domestic violence (DV) in the following ways. Survivor intake, prioritization, and referral is currently managed by each DV provider instead of on the master list managed by CoC staff for all other populations in HMIS. The CoC's proposed SSO-CE project will, in partnership with CoC staff and committees, implement the mechanism for safely integrating survivors from HMIS-comparable databases into the CoC's HMIS-based prioritization list as de-identified entries; coordinate survivor outreach between DV providers; and develop standards for providing homelessness diversion to survivors. The current unmet need for housing and services is dedicated rental subsidies and more case managers and outreach workers to help DV survivors apply for/access services to achieve safety.
2. During the 12-month period ending June 2018, domestic violence service providers identified 322 unmet requests for services, or 101 on a single point in time, of which 76 (75%) were for housing.
3. The CoC used the following data sources to quantify the unmet need for housing and services. Unmet need during the 12-month period ending June 2018 was measured using data from DV providers' databases, which for CoC Program- and ESG-funded projects were HMIS-comparable. Point in time unmet need was measured during the most recent (2017) one-day census count organized by the National Network to End Domestic Violence.
4. The CoC determined the unmet need for housing and services by measuring the gap between housing and services requested and provided during a 12-month period and at a single point of time. During the 12-month period, the CoC identified 322 unmet requests for housing and services, and at the single point of time, the CoC identified 101 unmet requests for housing and services, of which 76 (75%) were for housing.

**1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
(limit 2,000 characters)**

The following projects applying under the DV bonus will address the unmet needs of DV survivors in the following ways:

1. The Haven DV RRH. This rapid re-housing project will provide medium-term rental assistance for people fleeing domestic violence to 24 households in rural Lafourche and Assumption parishes where no DV permanent housing projects currently exist. The project will address approximately 33% of the CoC's current unmet housing needs for survivors. It will provide supportive services, including assistance increasing employment/non-employment income, that are tailored specifically to survivors to improve their safety while helping them achieve permanent housing and self-sufficiency. It will adopt a Housing First model, providing housing/services to survivors without screening based on factors including low income or criminal background, and it will rehouse survivors into housing that prioritizes their safety, confidentiality, and access to existing support networks and community services.
2. DV Coordinated Entry Access Point - St. Bernard/Plaquemines. This project will increase and streamline survivors' access to housing and supportive services by developing a CES process to address the special needs of survivors. It will provide CES intake to survivors via a hotline staffed by intake

specialists trained in victim-centered approaches including trauma-informed care and crisis intervention. It will conduct outreach to survivors where they tend to congregate/seek services, including unsheltered areas and service providers including emergency shelters, food banks, and churches. Survivors will be assessed for services in a way that prioritizes their safety and choice while avoiding re-traumatization. Data will be kept in an HMIS-comparable database. DV CES will work with CoC CES staff to quickly prioritize and refer survivors to DV-specific housing while also prioritizing and referring them to non-DV housing without compromising survivors' confidentiality.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

- (1) rate of housing placement of DV survivors;**
 - (2) rate of housing retention of DV survivors;**
 - (3) improvements in safety of DV survivors; and**
 - (4) how the project applicant addresses multiple barriers faced by DV survivors.**
- (limit 4,000 characters)**

The CoC is applying for two DV bonus projects. Their capacities are as follows:
A. The Haven (RRH).

A1. Rate of Housing Placement of DV Survivors. In 2017, 76 survivors (65% of total) exited the Haven's emergency shelter (ES) to permanent housing (PH). In 2017 (the most recent complete year), Haven's ES served 117 survivors. Case managers connect survivors with both private landlords and public housing providers; for example, case managers helped 26 households receive leases from private landlords which they were originally denied due to housing barriers (credit, reference, background checks) and referred a number families to the CoC's Coordinated Entry System (CES), which referred 3 households to CDBG-funded rapid re-housing (RRH). The Haven also provides trauma-informed individual and group counseling and legal advocacy for a 10-unit permanent supportive housing (PSH) project for survivors operated by Start Corporation; in that project's most recent complete funding year, more than 90% of participants exited to/maintained PH.

A2. Rate of Housing Retention of DV Survivors. In 2017, 70 survivors (92% of total served) who exited the Haven's ES to a permanent housing destination did not return to homelessness within 1 year of exit. The Haven provides case management for up to 1 year to survivors after they exit ES to help them retain permanent housing.

A3. Improvements in Safety of DV Survivors. In exit surveys from 2017 (the most recent complete year), 98% of survivors exiting the Haven's ES reported improved knowledge regarding their safety and 100% reported having developed personal safety plans in partnership with ES staff.

A4. How Applicant Addresses Barriers to Housing. The Haven addresses survivors' barriers using trauma informed care and victim-centered practices to provide/connect participants with supportive services including landlord advocacy, legal advocacy, trauma counseling, and employment/non-employment income assistance.

B. St. Bernard Battered Women's Program (SBBWP). For more than 25 years, SBBWP has served DV survivors through its Rapid Re-housing (RRH) and ESG-funded emergency shelter (ES) projects, which in 2017 (the most recent complete year) served 73 households.

B1. Rate of Housing Placement of DV Survivors. In 2017, 31 survivors (43% of total served) exited SBBWP's ES to permanent housing (PH). SBBWP serves DV survivors through its Rapid Re-housing and ESG-funded ES projects, which in 2017 (the most recent complete year) served a total of 73 households, exiting 13 from ES to RRH, 3 to Housing Choice Voucher units, 5 to live with relatives, and 10 to their original units after establishing participant's safety. SBBWP case managers connect survivors with private landlords/public housing providers and work to re-house participants in their original units if the abuser is no longer in residence.

B2. Rate of Housing Retention of DV Survivors. In 2017, 31 survivors (100% of total) who exited SBBWP's ES to a permanent housing destination did not return to homelessness within 1 year of exit.

B3. Improvements in Safety of DV Survivors. In exit surveys from 2017 (the most recent complete year), 95% reported their safety had improved.

B4. How Applicant Addresses Barriers to Housing. SBBWP addresses survivors' barriers by using trauma informed care and victim-centered practices to provide/connect participants with supportive services including legal aid, legal advocacy, employment and SSI/SSDI application assistance, and child care. SBBWP's facilities are accessible to people with disabilities and people with limited English proficiency; SBBWP's ES is also accessible to people with pets.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Louisiana Housing Authority	7.00%	Yes-HCV	Yes
Housing Authority of East Baton Rouge	6.58%	No	No
Housing Authority of Lake Charles	6.00%	No	No
Calcasieu Parish Human Services Department	1.00%	No	No
Housing Authority of the City of Houma	0.00%	No	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

(limit 2,000 characters)

1. The CoC has taken the following steps to encourage the Housing Authority (HA) of East Baton Rouge, the HA of Lake Charles, the Calcasieu Parish Police Jury Human Services Department, and the HA of the City of Houma to adopt a homeless admission preference. Through the Louisiana Housing Corporation (LHC), which is the CoC's Collaborative Applicant and the statewide ESG recipient, the CoC met in person and by phone throughout the year with HA representatives to encourage them to adopt a homeless admission preference. The CoC advocated directly to the Calcasieu Parish Human Services Department's director, who sits on the CoC's Board. The CoC's Collaborative Applicant sent staff to assist the East Baton Rouge Parish HA in opening its 2018 waiting list and leveraged that experience to discuss implementing a homeless admission preference. The CoC has also used local providers in the newly merged Houma Region (LA-508) to advocate to the HA of the City of Houma for a homeless admissions preference, as those providers have more established relationships with that HA.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? Yes

**Move On strategy description.
(limit 2,000 characters)**

2. The CoC has a move on strategy with the Louisiana Housing Authority, which provides a preference in its Housing Choice Voucher program across the CoC's geographic area for CoC Program participants currently enrolled in but who no longer require intensive services from CoC Program-funded Permanent Supportive Housing beds.

**1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)**

The CoC has taken the following actions to address the needs of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) individuals and their families experiencing homelessness. The CoC's written standards include an anti-discrimination policy that prohibits projects from discriminating against any person on the basis of their actual or perceived sexuality, sexual orientation, or gender identity. In 2018, the CoC hosted two trainings for all homeless service providers in the CoC on implementing HUD's 2012 Equal Access to Housing Fine Rule and 2016 Equal Access in Accordance with Gender Identity Final Rule; the CoC and the statewide ESG recipient monitor all CoC Program- and statewide ESG-funded projects to ensure they are complying with those rules. Youth Oasis, one of the CoC's youth and LGBTQ+ service providers, conducts

annual training for the CoC's homeless service providers on ensuring equal access for LGBTQ+ individuals/families, including how to use inclusive language, developing inclusive intake forms and procedures, and removing barriers. Youth Oasis and Healing Place Serve, another youth and LGBTQ+ service provider, conducts direct outreach to the youth LGBTQ+ population. In addition, the CoC awards points to CoC Program project applications that identify youth as one of their target populations, which effectively increases the housing and services available to LGBTQ+ individuals and families insofar as, according to both CoC youth providers and the U.S. Department of Health and Human Services, youth experiencing homelessness are disproportionately likely to identify as LGBTQ+.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-8. Centralized or Coordinated Assessment System. Applicants must: (1) demonstrate the coordinated entry system covers the entire CoC

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geographic area;

(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;

(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and

(4) attach CoC's standard assessment tool.

(limit 2,000 characters)

1. The CoC's Coordinated Entry System (CES) covers the entire CoC geographic area, which is divided into 5 Regions, each with at least one CES access and assessment point that provides intake and referral for that Region's homeless population. The CoC's 24-hour phone number and website provide people with location/contact information for their local Coordinated Entry access point.

2. The CoC reaches people who are least likely to apply through outreach teams, specialized access points and accommodations for disabilities/language needs. Outreach teams connect people to CES for assessment and entry to the by-name list (BNL), then projects assist people in completing eligibility paperwork. The Louisiana Department of Health conducts special outreach to people experiencing chronic homelessness with a disabilities to help get document eligibility. CES access points provide accommodations for people with disabilities/language needs. The CoC identified youth under 25 as a populations least likely to apply and created a youth-specific CE access point in the City of Baton Rouge (where that population is concentrated) to serve them.

3. The CoC's assessment process prioritizes people most in need and ensures they receive timely assistance in the following ways. Participants' level of need is determined using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), which assesses factors including length of time homeless, physical and mental health, and justice system interactions. Projects that use CES are required to first serve households with the highest level of need and longest time homeless within their target population(s). Projects submit referral requests to the CoC, which fills them within 48 hours; once they receive a referral, projects make multiple contact attempts within 72 hours. People are referred to available community resources while they work on a housing plan and wait for available resources.

4. The CoC's tool is attached.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1. The CoC considered the following specific severities of needs and vulnerabilities into consideration when reviewing, ranking, and rating projects: belonging to a vulnerable populations (youth 24 and under, veterans, experiencing chronic homelessness); experiencing homelessness in a rural area that is underserved; and all Housing First elements: having too little or little income, active or a history of substance abuse, a criminal record with exceptions for state-mandated restrictions, or a history of victimization, e.g. domestic violence (DV), sexual assault (SA), or childhood abuse.
2. The CoC takes severities of need and vulnerabilities into account through a project scoring system that incentivizes serving hard to serve populations by including high value questions about population characteristics to offset points that may be lost on performance questions such as # of people employed.. All projects were required (new) or incentivized with 1 points (renewal) to implement the Housing First model, which ensures people are not screened out based on having low/no income, active or history of substance abuse, a criminal record with exceptions for state-mandated restrictions, or a history of victimization, e.g. DV, SA, or childhood abuse. Points were available to new and renewal projects

under the following criteria: serving a vulnerable population (youth 24 and under, veterans, experiencing chronic homelessness); serving exclusively people experiencing chronic homelessness; and operating exclusively in a rural area that is underserved. The CoC's decision to include a given project on its project priority listing is determined by its score, by Scoring Committee determination of ranking order to maximize CoC funding, by project type, and whether the project is new or renewal (e.g. renewal projects that provide permanent housing are ranked first in order of score; TH projects are ranked next in order of score; etc.)

1E-3. Public Postings. Applicants must indicate how the CoC made public:

- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
- (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
- (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Program Competitions.

Reallocation: No

**1E-4a. If the answer is "No" to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.
(limit 2,000 characters)**

(1) The CoC actively reviews performance of existing CoC Program-funded projects to determine whether to reallocate low performing projects to create new higher performing projects, reallocate projects that are no longer needed to create another project type that has a greater need, etc., both throughout the year and on an annual basis during the CoC Program Competition. All CoC Program-funded projects are monitored on an annual basis; projects with substantial deficits are identified as potential candidates for reallocation during the next CoC Program Competition. Once the CoC Program Competition begins, all CoC Program-funded projects are contacted regarding the “voluntary reallocation” process, by which low performing projects or projects that are no longer needed can choose to voluntarily reallocate and receive bonus points during the CoC Program Competition toward any new project their organization submits. All projects with either substantial deficits identified during monitoring, substantial deficits in their system performance measures, or other outstanding issues are shortlisted for reallocation by the Collaborative Applicant; any projects pulled from the shortlist (due to chronic problems, the Collaborative Applicant believing that monitoring deficits will not be corrected in a timely manner, etc.) are submitted to the Board for final consideration.

(2) N/A; the CoC answered 1.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;**
- (2) rejected or reduced project application(s)—attachment required; and**
- (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :**

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required. Yes

2A-1a. Applicants must: Governance Charter; pages 18-21
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Mediware/Bowman

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Statewide HMIS (multiple CoC)

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	401	52	195	55.87%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	289	3	217	75.87%
Rapid Re-Housing (RRH) beds	855	0	850	99.42%
Permanent Supportive Housing (PSH) beds	730	34	657	94.40%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)**

The CoC intends to take the following steps to increase the bed coverage percentage for Emergency Shelter (ES) and Transitional Housing (TH) beds over the next 12 months. By the end of 2018, the CoC's newly hired Coordinated Entry Specialist and HMIS Specialist will outreach all non-participating ES and TH projects, identify their barriers to participation, and eliminate those barriers to the extent possible. Outreach will include contact with agency management and project staff via phone, individual on-site meetings, and check-ins during quarterly CoC General Meetings. CoC staff will offer technical assistance and financial resources to cover HMIS participation start-up costs, including one free license per participating project. Outreach, education, and assistance will continue throughout 2018 and 2019 until all projects are participating.

**2A-6. AHAR Shells Submission: How many 12
2017 Annual Housing Assessment Report
(AHAR) tables shells did HUD accept?**

**2A-7. CoC Data Submission in HDX. 04/30/2018
Applicants must enter the date the CoC
submitted the 2018 Housing Inventory Count
(HIC) data into the Homelessness Data
Exchange (HDX).
(mm/dd/yyyy)**

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/22/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/30/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)**

1. The CoC made the following changes in the sheltered count implementation, including methodology and data quality methodology changes. The 2018 sheltered PIT represented the first combined count for merged CoCs LA-508 and LA-509. The methodology changes included increased outreach by phone and in-person visits to previously non-participating shelters and transitional housing in all geographic areas and extending the counting period to ensure accuracy of the count on the PIT date. Participants entering shelters in the 5 following the PIT count were asked about their sleeping situations on the PIT count night and if determined to have been experiencing literal homelessness they completed a full PIT survey. Data quality methodology changes included increases to the number of staff dedicated to data quality and data cleaning to eliminate duplication due the extended sheltered PIT counting timeframe and to handle the increased data from LA-508. The number of shelters included in the PIT Count increased due to the integration of LA-508 and the inclusion of Raven's Outreach Center, the CoC's largest emergency shelter serving veterans experiencing homelessness.
2. These changes affected the CoC's sheltered PIT count results by increasing the number of projects and beds that were included in the count, improving the extent to which the CoC considers its sheltered count to be comprehensive and inclusive. The data quality of surveys collected was increased and deduplication efforts made the data more accurate. The sheltered count of homeless veterans increased (66 to 85), indicating that veterans experiencing homelessness were counted much more effectively by Raven's Outreach Center participation than in previous years.

**2C-2. Did your CoC change its provider Yes
coverage in the 2018 sheltered count?**

**2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of
beds that were added or removed in the 2018 sheltered PIT count.**

Beds Added:	30
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Beds Removed:	161
Total:	-131

2C-3. Presidentially Declared Disaster No
Changes to Sheltered PIT Count. Did your
CoC add or remove emergency shelter,
transitional housing, or Safe Haven inventory
because of funding specific to a
Presidentially declared disaster, resulting in a
change to the CoC's 2018 sheltered PIT
count?

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the
number of beds that were added or removed in 2018 because of a
Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Yes
Implementation. Did your CoC change its
unsheltered PIT count implementation,
including methodology and data quality
changes from 2017 to 2018? If your CoC did
not conduct and unsheltered PIT count in
2018, select Not Applicable.

2C-4a. If "Yes" was selected for question 2C-4, applicants must:
(1) describe any change in the CoC's unsheltered PIT count
implementation, including methodology and data quality changes from
2017 to 2018; and
(2) specify how those changes impacted the CoC's unsheltered PIT count
results.
(limit 2,000 characters)

1. The CoC made the following changes in the unsheltered count implementation. The 2018 unsheltered PIT represented the first combined count for merged CoCs LA-508 and LA-509. The CoC is divided into each Region, and in 2018, each Region conducted an unsheltered count in coordination with CoC staff under the leadership of each Regions "PIT Captain." Each PIT Captain was responsible for updating and adding to the previous year's 'hot spot' list, implementing PIT safety procedures and transportation, and recruiting unsheltered count volunteers. All PSH and RRH projects funded by the CoC Program and statewide ESG, and all outreach projects funded by statewide ESG, were required to send at least one volunteer to the unsheltered count, resulting in increased staff participating to cover more areas where unsheltered people might be living during the PIT count. The number of staff dedicated to data cleaning and deduplication also increased.
2. These changes affected the CoC's unsheltered PIT count results by further

incorporating local knowledge and expertise into the PIT count planning and implementation which help the CoC local more people living in unsheltered situations. Local 'hot spot' lists were more comprehensive, volunteer recruitment was more comprehensive, and the number of organizations involved increased; all of these improved the extent to which the CoC considers its unsheltered count to be comprehensive and inclusive. The data quality of surveys collected also increased, and deduplication efforts made data from those surveys more accurate.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

1. The CoC engaged stakeholders serving youth experiencing homelessness during the planning process for the 2018 PIT count in the following ways. The CoC has two major youth providers: Youth Oasis, which operates ESG-funded TH for youth, and HP Serve, which operates ESG-funded and CoC Program-funded RRH. Both providers served on the PIT Committee, contributing to the planning and implementation processes. Both providers contributed data to the PIT count. The CoC also solicited input during PIT planning from other RHY-funded youth providers and youth providers that work with victims of human trafficking.

2. The CoC worked with Youth Oasis, HP Serve, and other local providers that conduct youth outreach in each of the CoC's 5 Regions to select locations where youth experiencing were most likely to be identified. Youth Oasis and HP Serve were incorporated into the PIT planning and implementation process, which included identifying 'hot spots' where people (including youth) experiencing homelessness were most likely to be identified. The Louisiana Departments of Education (which oversees the school system's Homeless Children and Youth Program) and Children and Family Services (which oversees foster care) are involved in the CoC's ongoing efforts to identify and serve youth experiencing homelessness to help identify youth experience literal homelessness for the PIT count.

3. The CoC involved youth experiencing homelessness in counting during the 2018 PIT count through its youth providers, who were asked to discuss the PIT process with their youth participants and incorporate their youth participants' feedback on counting youth experiencing homelessness into the PIT count planning process.

2C-6. 2018 PIT Implementation. Applicants must describe actions the

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CoC implemented in its 2018 PIT count to better count:

- (1) individuals and families experiencing chronic homelessness;**
- (2) families with children experiencing homelessness; and**
- (3) Veterans experiencing homelessness.**

(limit 2,000 characters)

1. Individuals and Families Experiencing Chronic Homelessness. The 2018 PIT count was the combined count for merged CoCs LA-508 and LA-509, which captured homeless episodes previously occurring across regions. The CoC provided PIT training to providers in the former LA-508 CoC, including reviewing the CH definition, resulting in a more accurate CH count. The CoC also conducted targeted outreach throughout the year to specific encampments in the City of Baton Rouge where people experiencing CH were known to congregate; the CoC depopulated those encampments to the extent possible and ensured those experiencing CH who have not yet received housing were incorporated into the PIT count. Sheltered PIT activities were extended 5 day beyond the PIT night to capture people not engaging in daily shelter like people experiencing chronic homelessness. These efforts led to a CH count that was both higher and more accurate than in previous years.

2. Families with Children Experiencing Homelessness. The CoC incorporated feedback from homeless providers serving families with children, including those funded by RHY, in each of the CoC's 5 Regions into the PIT planning and implementation process. The CoC also solicited input from the Louisiana Departments of Education and of Children and Family Services, which respectively oversee the school and foster care systems and also work with families with children experiencing homelessness.

3. Veterans Experiencing Homelessness. The CoC incorporated feedback from homeless providers serving veterans, including those funded by VA resources, in each of the CoC's 5 Regions into the PIT planning/implementation process. The CoC's Veterans Working Group contributed to the Regions' 'hot spot' lists. The largest emergency shelter and outreach team serving veterans in the CoC, Raven's Outreach Center, also participated in the sheltered and unsheltered counts for the first time. All of these lead to a higher and more accurate veteran count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	1,903
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3A-1a. Applicants must:

(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.
(limit 2,000 characters)

1. The CoC determines which risk factors the CoC uses to identify persons becoming homeless for the first time through annual information requests to CoC member providers, particularly ESG-funded emergency shelters and homeless prevention providers including St. Vincent de Paul of Baton Rouge and the Terrebonne Parish Consolidated Government; monthly reports from the CoC's Coordinated Entry Committee; the Louisiana Department of Children and Family Services (DCFS)'s task force for youth including those aging out of foster care, the Louisiana Department of Education's (DOE) Homeless Children and Youth Program, the Louisiana Department of Veterans Affairs (LVA), and the Louisiana Department of Corrections (DOC). Risk factors include having no or extremely low income, belonging to a household with only 1 parent, or belonging to a household with 3+ children.

2. The CoC's strategy to address individuals and families at risk of becoming homeless focuses on homeless prevention and diversion. The CoC funds homeless prevention through ESG, TANF, and SSVF to pay rent arrears and to fund legal representation to prevent evictions. Coordinated Entry access points provide diversion case management and referrals to mainstream resources. Through statewide ESG, the CoC is also funding an innovative project to provide flexible, needs-based diversion funding and case management to people exiting DOC custody who are at risk of becoming homeless. The CoC works closely with representatives of DCFS and DOC to prevent people from exiting foster care and DOC custody into homelessness and with DOE and LVA to identify youth and veterans at risk of experiencing homelessness. The CoC is also developing a formal partnership with DCFS, DOC, DOE, and LVA to create a structure for referring people at risk of experiencing homelessness directly to the CoC's Coordinated Entry System.

3. The Continuum of Care Manager at the Louisiana Housing Authority is responsible for overseeing the CoC's strategy.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. The average length of time individuals and persons in families remained homeless (LOT homeless) is 73 bed nights, a decline of 15% from the previous year (86 bed nights). This includes data from merged CoCs LA-508 and LA-509.

2. The CoC's strategy to reduce the LOT homeless of individuals and persons in families has multiple elements. CoC Program-funded projects are required (or, for renewal projects, strongly incentivized) to adopt a Housing First program model to reduce project entry barriers. People experiencing homelessness are quickly referred to housing and services through the CoC's Coordinated Entry System (CES) to help them exit homelessness as quickly as possible. CoC Program, ESG, and some VA projects are required to intake participants through CES, which prioritizes participants based on the participant's need (determined by the VI-SPDAT assessment tool) and the longest LOT homeless. The CoC coordinates with Legal Services and the Louisiana Department of Children and Family Services to increase access to SSI/SSDI, reducing a barrier to housing by increasing income. The CoC's Collaborative Applicant, the Louisiana Housing Corporation (LHC), provides a free online platform, LAHousingSearch.org, through which landlords can make units publicly available to a wide audience, including people experiencing homelessness. The CoC has funded new Rapid Re-housing projects through both CoC Program and statewide ESG and will continue doing so in 2018.

3. The CoC identifies people with the longest LOT homeless through record review and participant interviews to ask how long people have been homeless and where through CES, and then helps quickly house people by prioritizing households with the highest need and longest LOT homeless.

4. The Continuum of Care Manager at the Louisiana Housing Authority is responsible for overseeing the CoC's strategy to reduce individuals and families' LOT homeless.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:

(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	37%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	93%

3A-3a. Applicants must:

(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. The CoCs strategy to increase the emergency shelter (ES), safe havens, transitional housing (TH) and rapid rehousing (RRH) exit rate to permanent housing (PH) is to increase projects following Housing First principles to ensure people are terminated only after all other options have been exhausted so people have time to move into PH. ES, TH, and RRH projects help participants locate/secure housing, build housing skills and reduce evictions through landlord mediation while identifying/eliminating barriers to securing PH. Projects help people increase income through job training, job search assistance, SSI/SSDI application assistance, and education services. RRH projects provide security and utility deposits to remove financial barriers and supportive services up to 6 months after rent support ends to ensure PH maintenance. TH and RRH projects with low exits to PH receive CoC TA including education about mediation and legal services to reduce evictions.
2. The CoC's strategy to increase the rate at which people in PH projects other than RRH retain their PH or exit to PH has multiple elements. All new PSH projects and most existing PSH projects follow Housing First principles, terminating participants only after all other options have been exhausted. Project staff help participants locate/secure housing and work with landlords to reduce evictions. Participants receive materials on mediation/legal services to reduce evictions. Projects eliminate barriers to self-sufficiency by linking participants to supportive services, including SSI/SSDI application assistance and job training/job search. Tenant-based PSH allow people to move units to better meet their service needs and maintain housing.
3. The CoC Manager at the Louisiana Housing Authority (LHA) oversees the CoC's strategy to increase the PH exit rate for people in ES, safe havens, TH and RRH.
4. The CoC Manager oversees the CoC's strategy to increase the PH retention and PH exit rate for people in in PH.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	7%

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
 - (2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

1. The CoC identifies common factors of individuals and persons in families who return to homelessness through requesting information annually from CoC housing providers about why people report entering homelessness and through analyzing CoC data annual, including system performance measures and de-identified HMIS data on the characteristics of people who returned to homelessness.

2. The CoC's strategy to reduce the rate of additional returns to homelessness has multiple elements. Coordinated Entry access points and CoC Program and ESG projects connect people with mainstream benefits to help increase financial resources to maintain housing. CoC Program and ESG projects educate participants about fair housing including tenant rights and responsibilities and budgeting for core expenses. Many RRH projects have policies that provide extended services for 6 months after their participants' rent support ends to reduce returns to homelessness, including case manager assistance in negotiating with landlords and in locating short-term assistance to resolve housing crises, to reduce returns to homelessness. CoC Program permanent supportive housing projects allows people to move units and be rehoused to prevent re-entry into homelessness and provide supportive services to help participants navigate moving so they do not end up in homelessness. SWLA Law Center, a CoC member, provides legal services to prevent evictions. Statewide ESG also funds homeless prevention services (eviction prevention assistance, security and utility deposits, first month rent funding) to stabilize or quickly rehouse people before they re-enter homelessness.

3. The CoC Manager at the Louisiana Housing Authority is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.

3A-5. Job and Income Growth. Applicants must:

- (1) describe the CoC's strategy to increase access to employment and non-employment cash sources;**
 - (2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - (3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.**
- (limit 2,000 characters)**

1. The CoC's strategy to increase access to employment and non-employment cash sources has multiple elements. CoC Program projects are incentivized to adopt a Housing First program model, ensuring that people experiencing

homelessness who need to increase their employment and non-employment incomes are not screened out from housing and are not terminated on the basis of not yet increasing their income. CoC Program and ESG projects connect participants with mainstream benefits and either directly provide or refer to job training/search assistance and SOAR case management for SSI/SSDI application assistance. The CoC's collaborative applicant works with the Louisiana Departments of Health and of Children and Family Services to reduce administrative barriers to accessing Medicaid and SSI/SSDI. The CoC connects projects with SOAR training through the State Office of Behavioral Health.

2. The CoC works with mainstream employment organizations to help individuals and families increase their cash income in the following ways. CoC Program and ESG projects refer participants to job training/search assistance through regional Career Solutions Centers and Ticket to Work programs, and in the Baton Rouge Region, to the One Stop Homeless Services Center. Project staff facilitate this process by either directly providing or referring to transportation assistance and by developing income and budgeting plans with participant. .

3. The Continuum of Care Manager at the Louisiana Housing Authority is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-6. System Performance Measures Data 05/31/2018
Submission in HDX. Applicants must enter
the date the CoC submitted the System
Performance Measures data in HDX, which
included the data quality section for FY 2017
(mm/dd/yyyy)

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:

- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
- (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	198
Total number of beds dedicated to individuals and families experiencing chronic homelessness	652
Total	850

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>
Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Applicants must:

- (1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;**
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1. The CoC's strategy to rapidly rehouse every household of families with children (HHC) within 30 days of becoming homeless has multiple elements. Street outreach workers, Coordinated Entry System (CES) access points, and emergency shelters (ES) help HHCs re-house through identifying existing support systems and family resources; if unsuccessful, they help HHCs identify and remove housing barriers by locating units, landlord negotiations, and connecting HHCs to resources addressing financial barriers, including ESG-funded homeless prevention (HP); simultaneously, HHCs are assessed and prioritized for rapid re-housing (RRH) and permanent supportive housing (PSH) through the CES; households are prioritized based on need, serving those least likely to self-resolve most quickly. The CoC has several CoC Program, ESG, and CDBG RRH projects that serve HHCs, and several CoC Program PSH projects that serve HHCs with disabilities. The CoC has added new RRH projects every year since its inception in 2015.
2. The CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance by connecting to community resources while in ES and continuing that work if they are admitted to RRH or PSH. RRH and most PSH projects use a Housing First program model, ensuring participants are not terminated before they are able to successfully maintain housing except under the most serious circumstances. ES, Transitional Housing, RRH, and PSH project staff develop exit plans in partnership with HHCs as those HHCs prepare to exit; exit plans are targeted to address identified housing barriers and understanding how to access prevention resources if necessary. Most RRH projects offer supportive services to HHC for 6-12 months after housing assistance ends to ensure HHCs successfully maintain housing.
3. The Louisiana Housing Authority oversees the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>
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3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

1. The CoC's strategy to increase housing and services for all youth experiencing homelessness has multiple elements. The CoC secures new resources by awarding points to CoC Program projects that target youth, applying for new funding from sources including HUD's Youth Homeless Demonstration Program, DHHS-funded transitional living for runaway and homeless youth, FEMA-funded emergency meal provision, HUD-funded CDBG to maintain facilities that serve youth, and private foundations. The CoC ensures it is most effectively using existing resources through its annual monitoring and reallocation process, reallocating funds from projects with serious uncorrected deficits to new projects, prioritizing targeted populations including youth. The CoC consults with ESG recipients to ensure ESG funds are allocated based on need and performance, including to projects serving

youth. During FY 2017, the CoC allocated approximately \$400,000 through the CoC Program and statewide ESG to rapid re-housing projects serving youth experiencing unsheltered homelessness.

2. Youth Oasis (YO) and Healing Place Serve (HPS), the CoC's youth providers, conducts outreach to the CoC's youth LGBTQ+ population, which experiences disproportionate unsheltered homelessness. YO works with managed care organizations to provide housing-as-healthcare to unsheltered youth. HPS convened and leads the state's Anti-Human Trafficking Task Force, which serves victims and people at risk of sex trafficking, many of whom are youth experiencing unsheltered homelessness. Both YO and HPS receive and continue to solicit funds through the state Office of Juvenile Justice (OJJ) and Department of Children and Family Services (DCFS) to fund programs including HPS' Mentoring Child Victims Program, which provides mentoring services in part to youth experiencing unsheltered homelessness, and YO's transitional housing program for youth experiencing unsheltered homelessness.

3B-2.6a. Applicants must:

(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;

(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and

(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.

(limit 3,000 characters)

1. The CoC uses the following evidence to measure the strategies to increase resources for youth and use the current resources more effectively. The CoC reviews total youth beds (HIC) and total youth projects funded through the CoC Program and statewide ESG to see if dedicated resources are increasing. CoC reviews youth access to existing non-dedicated projects and services and total youth housing and service providers that are CoC members to ensure accurate picture of progress is available to CoC.

2. The CoC uses the follow measures to calculate the effectiveness of the strategies in 3B-2.6: annual system performance measures for youth (exits to permanent housing, first time homelessness, exits to shelter/streets/unknown, returns to homelessness within 24 months) as recorded in HMIS; youth bed utilization rate; HMIS APR outcomes for individual CoC Program youth projects; and annual qualitative reports from the CoC's Youth Provider Working Group regarding the success of youth outreach.

3. The CoC's measures are appropriate to determine the effectiveness of the strategies in 3B-2.6 because they measure overall system outcomes for youth and track specific resource increases and housing outcomes. Inflow (first time homelessness) helps CoC to improve outreach and understand reasons for youth becoming homeless. Total youth receiving housing and services (total youth beds and youth bed utilization rate) allows understand of gaps and penetration rates for existing resources. Reviewing whether youth are achieving self-sufficiency and permanent housing (exits to permanent housing or exits to shelter/streets/unknown, returns to homelessness) help to understand supportive service needs.

3B-2.7. Collaboration–Education Services. Applicants must describe how

the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

The CoC's Written Standards require projects that "serve households with children and households with youth up to age 25" assist those households with "meeting [their youth members'] educational needs through proactive service planning and community linkages," including but not limited to:

- Informing youth experiencing homelessness of their eligibility for McKinney-Vento education services during the intake process;
- Not requiring that children experiencing homelessness enroll in different schools as a condition of program entry;
- Not establishing program requirements that prohibit children experiencing homelessness from remaining in their school of origin;
- Developing relationships with colleges to access higher education services dedicated to youth experiencing homelessness (Higher Education Act);
- Ensuring children experiencing homelessness are enrolled in school and connected to services in the community, including Head Start and McKinney-Vento education services.

Housing/service providers implement these procedures through dedicated project staff who inform McKinney-Vento (MV) homeless liaisons about children enrolled in the homeless projects to ensure those children receive education and access to school of choice. MV liaisons also receive training on coordinated entry resources so they can refer families identified as experiencing homelessness through the education system to dedicated resources.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC's Written Standards require projects that "serve households with children and households with youth up to age 25" assist those households with "meeting [their youth members'] educational needs through proactive service planning and community linkages," including but not limited to:

- Informing youth experiencing homelessness of their eligibility for McKinney-Vento education services during the intake process;
- Not requiring that children experiencing homelessness enroll in different schools as a condition of program entry;
- Not establishing program requirements that prohibit children experiencing homelessness from remaining in their school of origin;
- Developing relationships with colleges to access higher education services dedicated to youth experiencing homelessness (Higher Education Act);
- Ensuring children experiencing homelessness are enrolled in school and connected to services in the community, including Head Start and McKinney-Vento education services.

Housing/service providers implement these procedures through dedicated project staff who inform McKinney-Vento (MV) homeless liaisons about children enrolled in the homeless projects to ensure those children receive education and access to school of choice. MV liaisons also receive training on coordinated

entry resources so they can refer families identified as experiencing homelessness through the education system to dedicated resources.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

The CoC has taken the following actions for homeless Veterans eligible for Veterans Affairs (VA) housing and services:

1. Identifying Homeless Veterans. The CoC maintains a by-name list of Veterans experiencing homelessness in its HMIS; Veterans are added to that list by outreach workers, emergency shelters (ES) and by Coordinated Entry System (CES) access points, including access points operated by the CoC’s Veterans Affairs Medical Centers (VAMCs). The CoC conducts sheltered and unsheltered outreach to Veterans experiencing homelessness through outreach teams funded by the CoC Program, SSVF, and ESG, including Volunteers of America - Greater Baton Rouge; through referral collaboration between VAMCs and homeless service providers on the CoC’s Veterans Working Group; and through VA-funded emergency shelters that participate in CES, including Raven’s Outreach Center, the CoC’s largest ES for Veterans.
2. Assessing Homeless Veterans. The CoC assesses Veterans through its CES, which uses the VI-SPDAT assessment tool and intake questions to gather information about chronic homeless status and length of time (LOT) homeless to refer to available VA programs. Assessments are completed on the phone or in-person to determine housing barriers and household characteristics to help match to eligible VA funded projects.

3. Referring Homeless Veterans. Veterans are referred to VA housing and services, including CES-participating SSVF, through the CoC's CES and the VA's HOMES system. If VA housing isn't available/the Veteran is not eligible, referrals are made to CoC Program and ESG projects based on their VI-SPDAT scores and, for PSH projects dedicated to CH, CH status and LOT homeless. GPD projects receive Veteran referrals from the CoC according to their policies and procedures. HUD-VASH vouchers are administered through the CoC's collaborative applicant and Veterans are referred to HUD-VASH through the VA and the CoC's CES.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must: No
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare.** Applicants must indicate, for each type of healthcare listed below, whether the CoC:
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	No	No
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:

- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
- (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
- (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)**

1. The CoC works with mainstream benefits providers to assist people experiencing homelessness to apply for and receive mainstream benefits in the following ways. Coordinated Entry (CES) access points and emergency shelters (ES) refer to basic benefits including SNAP and Medicaid. Transitional housing (TH), Rapid Re-housing (RRH), and Permanent Supportive Housing (PSH) projects assist participants to apply for non-cash benefits (Food Stamps, Medicaid) and cash benefits (TANF, SSI/SSDI) either directly or via referral to outside case management. TH/RRH/PSH projects also help participants apply for and receive other mainstream benefits as required to eliminate housing barriers and promote self-sufficiency, including job search/application assistance, educational services including tutoring, legal services, and

outpatient physical/mental health treatment. Projects designate primary responsibility for each resource to a staff member or referral partner. Major referral partners include the One Stop Homeless Services Center, a central hub for mainstream resources including job training and non-cash benefit application assistance.

2. The CoC keeps program staff up to date regarding mainstream resource availability in the following ways. Mainstream benefits providers including the Department of Children and Family Services (state SSI/SSDI, TANF, and SNAP agency), school districts (youth education providers), health providers and Medicaid insurers including Our Lady of the Lake Regional Medical Center and Healthy Blue, and job services providers including Gulf Coast Social Services attend CoC meetings, present about resource availability, and distribute resource availability notices via the CoC's email list. Housing Choice Vouchers (Section 8) and Public Housing waitlist status/openings are distributed at CoC meetings/via the CoC's email list.

3. The CoC Manager at the Louisiana Housing Authority is responsible for overseeing the CoC's mainstream benefit strategy.

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	29
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	23
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	79%

4A-3. Street Outreach. Applicants must:

- (1) describe the CoC's outreach;**
- (2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
- (3) describe how often the CoC conducts street outreach; and**
- (4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

1. The CoC's outreach efforts are local to each of its 5 Regions. Each Region has its own outreach network, including street outreach teams familiar with known locations where people experiencing unsheltered homelessness congregate. Outreach staff visit those locations to offer services and housing and assist with completing coordinated entry assessment to get prioritized for housing resources. Outreach staff accompany local law enforcement and public

works when those entities visit known locations as well to engage people and avoid unnecessary arrests. The CoC works with each Region to identify encampments and identify housing/services to offer people in those encampments. In 2017, the Louisiana Housing Corporation (LHC), the CoC's collaborative applicant, in partnership with local Baton Rouge CoC members, successfully depopulated the city's largest urban encampment by offering housing and service connections; the CoC has identified additional encampments for similar efforts in 2018..

2. The CoC's street outreach covers 100 percent of the CoC's geographic area through regional outreach teams.

3. The CoC conducts street outreach at least monthly and on an ongoing basis.

4. The CoC has tailored its street outreach to persons experiencing homelessness who are least likely to request assistance via dedicated outreach teams for specific subpopulations and by operating drop-in centers open to all people. The RHY and Human Trafficking Program's street outreach team serves youth experiencing unsheltered homelessness; it includes staff and materials to engage both English- and Spanish-speaking youth. Volunteers of America Veterans reaches Veterans through the SSVF outreach team and people with mental illness and/or co-occurring substance use disorders are engaged through their PATH program. The CoC's drop-in centers, including the One Stop Homeless Services Center, offer food, transportation, and access to housing and supportive services.

4A-4. Affirmative Outreach. Applicants must describe:

(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability; and

**(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)**

1. The CoC's strategy that furthers fair housing to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, familial status, or disability is as follows. The CoC's written standards require CoC Program projects to document compliance with 24 CFR 578.93(c). Housing providers incorporate clients' rights, fair housing information, and termination and grievance policies into their applications and intake processes. Most providers have formal processes for referring participants to legal services when fair housing/civil rights law questions arise. The CoC reviews compliance with these practices during its annual monitoring process. Through the CoC's collaborative applicant, the Louisiana Housing Corporation (LHC), the CoC works with Consolidated Plan jurisdictions to report and address fair housing barriers.

2. The CoC communicates effectively with persons with disabilities and limited English proficiency in the following ways. Most CoC Program, ESG, SSVF, and PATH projects, including Coordinated Entry access points, have bilingual staff or contract with interpretation services to serve people with limited hearing and limiting English proficiency. LHC also has a State 811 project with a strong affirmative marketing plan requiring its waitlist staff to ensure notices reach people with disabilities and limited English proficiency.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	62	855	793

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes? No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	1C-5. PHA Adminis...	09/10/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	1C-5. PHA Adminis...	09/10/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	1C-8. Centralized...	09/10/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	1E-1. Objective C...	09/12/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	1E-3. Public Post...	09/12/2018
1E-4. CoC's Reallocation Process	Yes	1E-4. CoC's Reall...	09/10/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	1E-5. Notificatio...	09/10/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	1E-5. Notificatio...	09/10/2018
1E-5. Public Posting–Local Competition Deadline	Yes	1E-5. Public Post...	09/12/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	2A-1. CoC and HMI...	09/12/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	2A-2. HMIS - Poli...	09/10/2018
3A-6. HDX–2018 Competition Report	Yes	3A-6. HDX-2018 Co...	09/10/2018
3B-2. Order of Priority–Written Standards	No	3B-2. Order of Pr...	09/12/2018

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: 1C-5. PHA Administration Plan - Homeless Preference - LA-509

Attachment Details

Document Description: 1C-5. PHA Administration Plan - Move-on Multifamily Assistance Housing Owners' Preference - LA-509

Attachment Details

Document Description: 1C-8. Centralized or Coordinated Assessment Tool - LA-509

Attachment Details

Document Description: 1E-1. Objective Criteria - Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)

Attachment Details

Document Description: 1E-3. Public Posting - Local Competition Rate, Rank, Review, and Selection Criteria - LA-509

Attachment Details

Document Description: 1E-3. Public Posting - Local Competition Rate, Rank, Review, and Selection Criteria - LA-509

Attachment Details

Document Description: 1E-4. CoC's Reallocation Process - LA-509

Attachment Details

Document Description: 1E-5. Notifications Outside e-snaps - Projects Accepted - LA-509

Attachment Details

Document Description: 1E-5. Notifications Outside e-snaps - Projects Rejected or Reduced - LA-509

Attachment Details

Document Description: 1E-5. Public Posting - Local Competition Deadline - LA-509

Attachment Details

Document Description: 2A-1. CoC and HMIS Lead Governance - LA-509

Attachment Details

Document Description: 2A-2. HMIS - Policies and Procedures Manual - LA-509

Attachment Details

Document Description: 3A-6. HDX-2018 Competition Report

Attachment Details

Document Description: 3B-2. Order of Priority - Written Standards

Attachment Details

Document Description:

Attachment Details

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Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	Please Complete
1C. Coordination	09/12/2018
1D. Discharge Planning	09/11/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/12/2018
2B. PIT Count	09/11/2018
2C. Sheltered Data - Methods	09/11/2018
3A. System Performance	09/11/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/11/2018
4B. Attachments	Please Complete

FY2018 CoC Application	Page 51	09/12/2018
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Submission Summary

No Input Required

Notes:

By selecting "other" you must identify what "other" is.

LA-509 CoC Application

1C-5. PHA Administration Plan – Homeless Preference

Cover Sheet

The attached letter from the Louisiana Housing Corporation details the Louisiana Housing Authority's general and limited housing preferences for its Housing Choice Voucher (HCV) program.



Louisiana Housing Corporation

August 13, 2018

Mr. Gordon Levine
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808

Dear Mr. Levine,

The Louisiana Housing Authority has both general and limited housing preferences for Housing Choice Vouchers and those preferences are:

Preference	Points
1. Applicants in Tax Credit or other units designated for PSH under the Road Home Program, or receiving temporary housing under the Transitional Assistance Program, the Rental Housing Assistance Support Service, and the Rapid Rehousing Program, unless such households will be assisted otherwise	15—Absolute preference
2. Applicants with incomes not exceeding 30% AMI, or exceeding 30% of AMI only because two persons in the household receive Supplemental Security Income	15—Absolute preference
3. Permanent Supportive Housing Service Participant	9
4. Persons inappropriately institutionalized	8*
5. Homeless persons age 18-24	8**
6. Chronically homeless persons	7
7. Veterans	7
8. Persons displaced by Hurricanes Katrina or Rita or Other Disaster Displacees	5
9. Persons at risk of homelessness or living in transitional housing for persons who are homeless	2
10. Persons at risk of institutionalization	2
11. Homeless Person	1
12. Non-preference or standard applicant (none of the above)	0

All households must be PSH-eligible.

*Persons in this preference category will receive 8 preference points until the total number of persons served in this category reaches 200 participants. At that point, such persons will receive 2 preference points.

**Persons in the preference category will receive 8 preference points until the total number of persons served in this category is 6 participants. At that point, such persons will receive 2 preference points.

If you have any questions, please feel free to contact me at cjackson@lhc.la.gov.

Thank you,

A handwritten signature in blue ink that reads "Chawuna Jackson".

Chawuna Jackson
Housing Finance Manager
Louisiana Housing Authority

LA-509 CoC Application

1C-5. PHA Administration Plan – Move-On Preference

Cover Sheet

The attached letter from the Louisiana Housing Corporation shows the Louisiana Housing Authority's move-on preference for people enrolled a permanent supportive housing project, item #3, for its Housing Choice Voucher (HCV) program.



Louisiana Housing Corporation

August 13, 2018

Mr. Gordon Levine
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808

Dear Mr. Levine,

The Louisiana Housing Authority has both general and limited housing preferences for Housing Choice Vouchers and those preferences are:

Preference	Points
1. Applicants in Tax Credit or other units designated for PSH under the Road Home Program, or receiving temporary housing under the Transitional Assistance Program, the Rental Housing Assistance Support Service, and the Rapid Rehousing Program, unless such households will be assisted otherwise	15—Absolute preference
2. Applicants with incomes not exceeding 30% AMI, or exceeding 30% of AMI only because two persons in the household receive Supplemental Security Income	15—Absolute preference
3. Permanent Supportive Housing Service Participant	9
4. Persons inappropriately institutionalized	8*
5. Homeless persons age 18-24	8**
6. Chronically homeless persons	7
7. Veterans	7
8. Persons displaced by Hurricanes Katrina or Rita or Other Disaster Displacees	5
9. Persons at risk of homelessness or living in transitional housing for persons who are homeless	2
10. Persons at risk of institutionalization	2
11. Homeless Person	1
12. Non-preference or standard applicant (none of the above)	0

All households must be PSH-eligible.

*Persons in this preference category will receive 8 preference points until the total number of persons served in this category reaches 200 participants. At that point, such persons will receive 2 preference points.

**Persons in the preference category will receive 8 preference points until the total number of persons served in this category is 6 participants. At that point, such persons will receive 2 preference points.

If you have any questions, please feel free to contact me at cjackson@lhc.la.gov.

Thank you,

A handwritten signature in blue ink that reads "Chawuna Jackson".

Chawuna Jackson
Housing Finance Manager
Louisiana Housing Authority

LA-509 CoC Application

1C-8. Centralized or Coordinated Assessment Tool

Cover Sheet

1. *Applicants must [...] attach [the] CoC's standard assessment tool.*

The Louisiana Balance of State Continuum of Care uses the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) as its Coordinated Assessment Tool.

Enclosed in this PDF portfolio are two versions of the VI-SPDAT tool:

- **VI-SPDAT Single**, for use with single-person households;
- **VI-SPDAT Family**, for use with multi-person households.

Service Prioritization Decision Assistance Tool (SPDAT)

Assessment Tool for Single Adults

VERSION 4.01

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1 (800) 355-0420 info@orgcode.com www.orgcode.com



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or service delivery contexts. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The **Vulnerability Index – Service Prioritization Decision Assistance Tool** (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and may not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdats/

SPDAT Series

The **Service Prioritization Decision Assistance Tool** (SPDAT) was developed as an assessment tool for frontline workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. It is an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Terms and Conditions Governing the Use of the SPDAT

SPDAT products have been developed by OrgCode Consulting, Inc. with extensive feedback from key community partners including people with lived experience. The tools are provided free of charge to communities to improve the client centered services dedicated to increasing housing stability and wellness. Training is indeed required for the administration and interpretation of these assessment tools. Use of the SPDAT products without authorized training is strictly prohibited.

By using this tool, you accept and agree to be bound by the terms of this expectation.

No sharing, reproduction, use or duplication of the information herein is permitted without the express written consent of OrgCode Consulting, Inc.

Ownership

The Service Prioritization Decision Assistance Tool (“SPDAT”) and accompanying documentation is owned by OrgCode Consulting, Inc.

Training

Although the SPDAT Series is provided free of charge to communities, training by OrgCode Consulting, Inc. or a third party trainer, authorized by OrgCode, must be successfully completed. After meeting the training requirements required to administer and interpret the SPDAT Series, practitioners are permitted to implement the SPDAT in their work with clients.

Restrictions on Use

You may not use or copy the SPDAT prior to successfully completing training on its use, provided by OrgCode Consulting, Inc. or a third-party trainer authorized by OrgCode. You may not share the SPDAT with other individuals not trained on its use. You may not train others on the use of the SPDAT, unless specifically authorized by OrgCode Consulting, Inc.

Restrictions on Alteration

You may not modify the SPDAT or create any derivative work of the SPDAT or its accompanying documentation, without the express written consent of OrgCode Consulting, Inc. Derivative works include but are not limited to translations.

Disclaimer

The management and staff of OrgCode Consulting, Inc. (OrgCode) do not control the way in which the Service Prioritization Decision Assistance Tool (SPDAT) will be used, applied or integrated into related client processes by communities, agency management or frontline workers. OrgCode assumes no legal responsibility or liability for the misuse of the SPDAT, decisions that are made or services that are received in conjunction with the assessment tool.

A. Mental Health & Wellness & Cognitive Functioning

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Have you ever received any help with your mental wellness? • Do you feel you are getting all the help you need for your mental health or stress? • Has a doctor ever prescribed you pills for nerves, anxiety, depression or anything like that? • Have you ever gone to an emergency room or stayed in a hospital because you weren't feeling 100% emotionally? • Do you have trouble learning or paying attention? • Have you ever had testing done to identify learning disabilities? • Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby? • Have you ever hurt your brain or head? • Do you have any documents or papers about your mental health or brain functioning? • Are there other professionals we could speak with that have knowledge of your mental health? 	NOTES <div></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) and not in a heightened state of recovery currently <input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition <input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
2	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No major concerns about safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning <input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability <input type="checkbox"/> No compelling reason for screening by an expert in mental health or cognitive functioning prior to housing to fully understand capacity
1	<ul style="list-style-type: none"> <input type="checkbox"/> In a heightened state of recovery, has a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, and is engaged with mental health supports as necessary.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No mental health or cognitive functioning issues disclosed, suspected or observed.

B. Physical Health & Wellness

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • How is your health? • Are you getting any help with your health? How often? • Do you feel you are getting all the care you need for your health? • Any illness like diabetes, HIV, Hep C or anything like that going on? • Ever had a doctor tell you that you have problems with blood pressure or heart or lungs or anything like that? • When was the last time you saw a doctor? What was that for? • Do you have a clinic or doctor that you usually go to? • Anything going on right now with your health that you think would prevent you from living a full, healthy, happy life? • Are there other professionals we could speak with that have knowledge of your health? • Do you have any documents or papers about your health or past stays in hospital because of your health? 	<h3>NOTES</h3> <div></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-occurring chronic health conditions <input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health <input type="checkbox"/> Palliative health condition
3	<p>Presence of a health issue with any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice <input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability) <input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status
2	<ul style="list-style-type: none"> <input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care <input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living
1	<p>Single chronic or serious health condition, but all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life <input type="checkbox"/> Connected to appropriate health supports <input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No serious or chronic health condition disclosed, observed, or suspected <input type="checkbox"/> If any minor health condition, they are managed appropriately

C. Medication

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Have you recently been prescribed any medications by a health care professional? • Do you take any medications prescribed to you by a doctor? • Have you ever sold some or all of your prescription? • Have you ever had a doctor prescribe you medication that you didn't have filled at a pharmacy or didn't take? • Were any of your medications changed in the last month? If yes: How did that make you feel? • Do other people ever steal your medications? • Do you ever share your medications with other people? • How do you store your medications and make sure you take the right medication at the right time each day? • What do you do if you realize you've forgotten to take your medications? • Do you have any papers or documents about the medications you take? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps less than is sold or shared <input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high) <input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is not having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps more than is sold or shared <input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister-pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping nighttime medications on the bedside table and morning medications by the coffeemaker) <input type="checkbox"/> Medications are stored and distributed by a third-party
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week <input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills <input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days
0	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No medication prescribed to them <input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days

D. Substance Use

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • When was the last time you had a drink or used drugs? • Is there anything we should keep in mind related to drugs or alcohol? • [If they disclose use of drugs and/or alcohol] How frequently would you say you use [specific substance] in a week? • Ever have a doctor tell you that your health may be at risk because you drink or use drugs? • Have you engaged with anyone professionally related to your substance use that we could speak with? • Ever get into fights, fall down and bang your head, or pass out when drinking or using other drugs? • Have you ever used alcohol or other drugs in a way that may be considered less than safe? • Do you ever end up doing things you later regret after you have gotten really hammered? • Do you ever drink mouthwash or cooking wine or hand sanitizer or anything like that? 	<th>NOTES</th>	NOTES

Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women.

SCORING	
4	<input type="checkbox"/> In a life-threatening health situation as a direct result of substance use, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Substance use is almost daily (21+ times) and often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times
3	<input type="checkbox"/> Experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times
2	In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times
1	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, or , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days
0	<input type="checkbox"/> In the past 365 days, no substance use

E. Experience of Abuse & Trauma

PROMPTS	CLIENT SCORE: <input type="text"/>	
<p>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</p> <ul style="list-style-type: none"> • “I don’t need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?” • “Are you currently or have you ever received professional assistance to address that abuse?” • “Does the experience of abuse or trauma impact your day to day living in any way?” • “Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?” • “Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?” • “Have you ever become homeless as a direct result of experiencing abuse or trauma?” 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is not believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) is impacting daily functioning and/or ability to get out of homelessness
	Any of the following:
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness <input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma

F. Risk of Harm to Self or Others

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Do you have thoughts about hurting yourself or anyone else? Have you ever acted on these thoughts? When was the last time? • What was occurring when you had these feelings or took these actions? • Have you ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt yourself or others? How long ago was that? Does that happen often? • Have you recently left a situation you felt was abusive or unsafe? How long ago was that? • Have you been in any fights recently - whether you started it or someone else did? How long ago was that? How often do you get into fights? 	NOTES <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
4	Any of the following: <input type="checkbox"/> In the past 90 days, left an abusive situation <input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others <input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)
3	Any of the following: <input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days <input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days
2	Any of the following: <input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days <input type="checkbox"/> 366+ days ago, 4+ involvements in physical alterations
1	<input type="checkbox"/> 366+ days ago, 1-3 involvements in physical alterations
0	<input type="checkbox"/> Reports no instance of harming self, being harmed, or harming others

G. Involvement in Higher Risk and/or Exploitive Situations

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • <i>[Observe, don't ask] Any abscesses or track marks from injection substance use?</i> • <i>Does anybody force or trick you to do something that you don't want to do?</i> • <i>Do you ever do stuff that could be considered dangerous like drinking until you pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</i> • <i>Do you ever find yourself in situations that may be considered at a high risk for violence?</i> • <i>Do you ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</i> 	<th>NOTES</th>	NOTES

SCORING	
4	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 10+ higher risk and/or exploitive events <input type="checkbox"/> In the past 90 days, left an abusive situation
3	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 4-9 higher risk and/or exploitive events <input type="checkbox"/> In the past 180 days, left an abusive situation, but not in the past 90 days
2	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 1-3 higher risk and/or exploitive events <input type="checkbox"/> 181+ days ago, left an abusive situation
1	<input type="checkbox"/> Any involvement in higher risk and/or exploitive situations occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no involvement in higher risk and/or exploitive events

H. Interaction with Emergency Services

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How often do you go to emergency rooms? • How many times have you had the police speak to you over the past 180 days? • Have you used an ambulance or needed the fire department at any time in the past 180 days? • How many times have you called or visited a crisis team or a crisis counselor in the last 180 days? • How many times have you been admitted to hospital in the last 180 days? How long did you stay? 	<th>NOTES</th>	NOTES

Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative total of 10+ interactions with emergency services
3	<input type="checkbox"/> In the past 180 days, cumulative total of 4-9 interactions with emergency services
2	<input type="checkbox"/> In the past 180 days, cumulative total of 1-3 interactions with emergency services
1	<input type="checkbox"/> Any interaction with emergency services occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services

I. Legal

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Do you have any "legal stuff" going on? • Have you had a lawyer assigned to you by a court? • Do you have any upcoming court dates? Do you think there's a chance you will do time? • Any involvement with family court or child custody matters? • Any outstanding fines? • Have you paid any fines in the last 12 months for anything? • Have you done any community service in the last 12 months? • Is anybody expecting you to do community service for anything right now? • Did you have any legal stuff in the last year that got dismissed? • Is your housing at risk in any way right now because of legal issues? 	NOTES <div></div>

SCORING	
4	Any of the following: <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand
3	Any of the following: <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand
2	Any of the following: <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service)
1	<input type="checkbox"/> There are no current legal issues, and any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration
0	<input type="checkbox"/> No legal issues within the past 365 days, and currently no conditions of release

J. Managing Tenancy

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Are you currently homeless? • [If the person is housed] Do you have an eviction notice? • [If the person is housed] Do you think that your housing is at risk? • How is your relationship with your neighbors? • How do you normally get along with landlords? • How have you been doing with taking care of your place? 	<th>NOTES</th>	NOTES

Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.

SCORING	
4	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters
3	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters
2	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> Continuously housed for at least 90 days but not more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters
1	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 180 days but not more than 365 days
0	<input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 365 days

K. Personal Administration & Money Management

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • How are you with taking care of money? • How are you with paying bills on time and taking care of other financial stuff? • Do you have any street debts? • Do you have any drug or gambling debts? • Is there anybody that thinks you owe them money? • Do you budget every single month for every single thing you need? Including cigarettes? Booze? Drugs? • Do you try to pay your rent before paying for anything else? • Are you behind in any payments like child support or student loans or anything like that? 	NOTES <div></div>

SCORING	
4	Any of the following: <input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided <input type="checkbox"/> Does not comprehend financial obligations <input type="checkbox"/> Does not have an income (including formal and informal sources) <input type="checkbox"/> Not aware of the full amount spent on substances, if they use substances <input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments
3	Any of the following: <input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money) <input type="checkbox"/> Only understands their financial obligations with the assistance of a 3rd party <input type="checkbox"/> Not budgeting for substance use, if they are a substance user <input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments
2	Any of the following: <input type="checkbox"/> In the past 365 days, source of income has changed 2+ times <input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs <input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship) <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for less than 90 days
1	<input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days
0	<input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days

L. Social Relationships & Networks

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Tell me about your friends, family or other people in your life. • How often do you get together or chat? • When you go to doctor's appointments or meet with other professionals like that, what is that like? • Are there any people in your life that you feel are just using you? • Are there any of your closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that? • Have you ever had people crash at your place that you did not want staying there? • Have you ever been threatened with an eviction or lost a place because of something that friends or family did in your apartment? • Have you ever been concerned about not following your lease agreement because of your friends or family? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, or impacting life, wellness, or safety <input type="checkbox"/> No friends or family and demonstrates no ability to follow social norms <input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability <input type="checkbox"/> No friends or family but demonstrating ability to follow social norms <input type="checkbox"/> Meeting new people with an intention of forming friendships <input type="checkbox"/> Reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship <input type="checkbox"/> Currently homeless, and would classify some of friends and family as being housed, while others are homeless
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Developing relationships with new people but not yet fully trusting them <input type="checkbox"/> Currently homeless, and would classify friends and family as being housed
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for less than 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for at least 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability

M. Self Care & Daily Living Skills

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Do you have any worries about taking care of yourself? • Do you have any concerns about cooking, cleaning, laundry or anything like that? • Do you ever need reminders to do things like shower or clean up? • Describe your last apartment. • Do you know how to shop for nutritious food on a budget? • Do you know how to make low cost meals that can result in leftovers to freeze or save for another day? • Do you tend to keep all of your clothes clean? • Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment? • When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty? 	NOTES <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
4	Any of the following: <input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings <input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis <input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life
3	Any of the following: <input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 14+ days in any 30-day period <input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life
2	Any of the following: <input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period
1	<input type="checkbox"/> In the past 365 days, accessed community resources 4 or fewer times, and is fully taking care of all their daily needs
0	<input type="checkbox"/> For the past 365+ days, fully taking care of all their daily needs independently

N. Meaningful Daily Activity

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How do you spend your day? • How do you spend your free time? • Does that make you feel happy/fulfilled? • How many days a week would you say you have things to do that make you feel happy/fulfilled? • How much time in a week would you say you are totally bored? • When you wake up in the morning, do you tend to have an idea of what you plan to do that day? • How much time in a week would you say you spend doing stuff to fill up the time rather than doing things that you love? • Are there any things that get in the way of you doing the sorts of activities you would like to be doing? 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> No planned, legal activities described as providing fulfillment or happiness
3	<input type="checkbox"/> Discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness
2	<input type="checkbox"/> Attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, or the individual is not fully committed to continuing the activities.
1	<input type="checkbox"/> Has planned, legal activities described as providing fulfillment or happiness 1-3 days per week
0	<input type="checkbox"/> Has planned, legal activities described as providing fulfillment or happiness 4+ days per week

0. History of Homelessness & Housing

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How long have you been homeless? • How many times have you been homeless in your life other than this most recent time? • Have you spent any time sleeping on a friend's couch or floor? And if so, during those times did you consider that to be your permanent address? • Have you ever spent time sleeping in a car or alleyway or garage or barn or bus shelter or anything like that? • Have you ever spent time sleeping in an abandoned building? • Were you ever in hospital or jail for a period of time when you didn't have a permanent address to go to when you got out? 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of homelessness

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE ADULTS

VERSION 4.01

Client:	Worker:	Version:	Date:
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COMPONENT	SCORE	COMMENTS
MENTAL HEALTH & WELLNESS AND COGNITIVE FUNCTIONING		
PHYSICAL HEALTH & WELLNESS		
MEDICATION		
SUBSTANCE USE		
EXPERIENCE OF ABUSE AND/OR TRAUMA		
RISK OF HARM TO SELF OR OTHERS		
INVOLVEMENT IN HIGHER RISK AND/OR EXPLOITIVE SITUATIONS		
INTERACTION WITH EMERGENCY SERVICES		

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE ADULTS

VERSION 4.01

Client:	Worker:	Version:	Date:
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COMPONENT	SCORE	COMMENTS
LEGAL INVOLVEMENT		
MANAGING TENANCY		
PERSONAL ADMINISTRATION & MONEY MANAGEMENT		
SOCIAL RELATIONSHIPS & NETWORKS		
SELF-CARE & DAILY LIVING SKILLS		
MEANINGFUL DAILY ACTIVITIES		
HISTORY OF HOUSING & HOMELESSNESS		
TOTAL		

Appendix A: About the SPDAT

OrgCode Consulting, Inc. is pleased to announce the release of Version 4 of the Service Prioritization Decision Assistance Tool (SPDAT). Since its release in 2010, the SPDAT has been used with over 10,000 unique individuals in over 100 communities across North America and in select locations around the world.

Originally designed as a tool to help prioritize housing services for homeless individuals based upon their acuity, the SPDAT has been successfully adapted to other fields of practice, including: discharge planning from hospitals, work with youth, survivors of domestic violence, health research, planning supports for consumer survivors of psychiatric care systems, and in work supporting people with fetal alcohol spectrum disorders. We are encouraged that so many service providers and communities are expanding the use of this tool, and OrgCode will continue to support the innovative use of the SPDAT to meet local needs.

SPDAT Design

The SPDAT is designed to:

- Help prioritize which clients should receive what type of housing assistance intervention, and assist in determining the intensity of case management services
- Prioritize the sequence of clients receiving those services
- Help prioritize the time and resources of Frontline Workers
- Allow Team Leaders and program supervisors to better match client needs to the strengths of specific Frontline Workers on their team
- Assist Team Leaders and program supervisors to support Frontline Workers and establish service priorities across their team
- Provide assistance with case planning and encourage reflection on the prioritization of different elements within a case plan
- Track the depth of need and service responses to clients over time

The SPDAT is NOT designed to:

- Provide a diagnosis
- Assess current risk or be a predictive index for future risk
- Take the place of other valid and reliable instruments used in clinical research and care

The SPDAT is only used with those clients who meet program eligibility criteria. For example, if there is an eligibility criterion that requires prospective clients to be homeless at time of intake to be eligible for Housing First, then the pre-condition must be met before pursuing the application of the SPDAT. For that reason, we have also created the VI-SPDAT as an initial screening tool.

The SPDAT is not intended to replace clinical expertise or clinical assessment tools. The tool complements existing clinical approaches by incorporating a wide array of components that provide both a global and detailed picture of a client's acuity. Certain components of the SPDAT relate to clinical concerns, and it is expected that intake professionals and clinicians will work together to ensure the accurate assessment of these issues. In fact, many organizations and communities have found the SPDAT to be a useful method for bridging the gap between housing, social services and clinical services.

Version 4

The SPDAT has been influenced by the experience of practitioners in its use, persons with lived experience that have had the SPDAT implemented with them, as well as a number of other excellent tools such as (but not limited to) the Outcome Star, Health of the Nation Outcome Scale, Denver Acuity Scale, Camberwell Assessment of Needs, Vulnerability Index, and Transition Aged Youth Triage Tool.

In preparing SPDAT v4, we have adopted a comprehensive and collaborative approach to changing and improving the SPDAT. Communities that have used the tool for three months or more have provided us with their feedback. OrgCode staff have observed the tool in operation to better understand its implementation in the field. An independent committee composed of service practitioners and academics review enhancements to the SPDAT. Furthermore, we continue to test the validity of SPDAT results through the use of control groups. Overall, we consistently see that groups assessed with the SPDAT have better long-term housing and life stability outcomes than those assessed with other tools, or no tools at all.

OrgCode intends to continue working with communities and persons with lived experience to make future versions of the SPDAT even better. We hope all those communities and agencies that choose to use this tool will remain committed to collaborating with us to make those improvements over time.

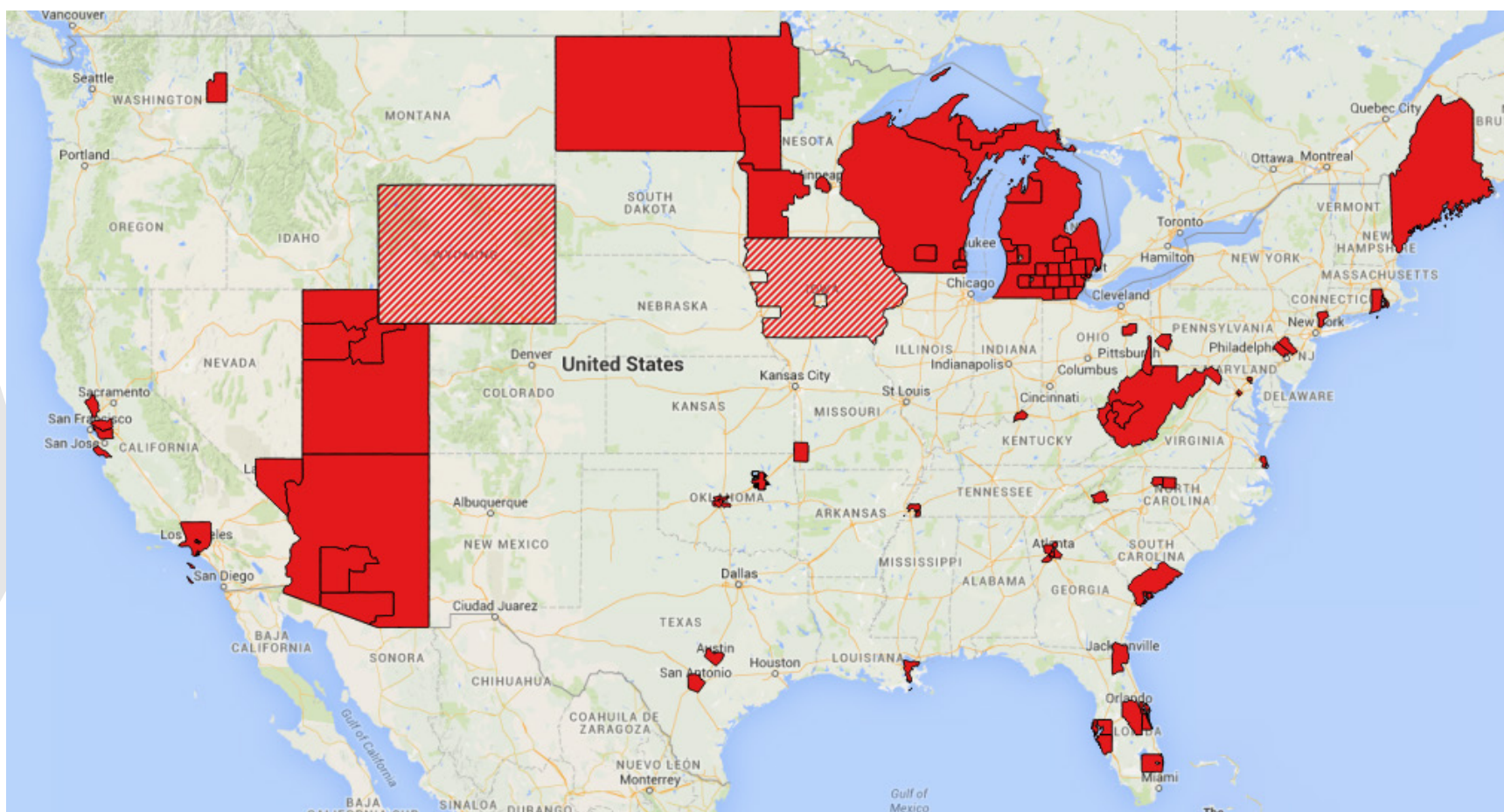
Version 4 builds upon the success of Version 3 of the SPDAT with some refinements. Starting in August 2014, a survey was launched of existing SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

The major differences from Version 3 to Version 4 include:

- The structure of the tools is the same: four domains (five for families) with components aligned to specific domains. The names of the domains and the components remain unchanged.
- The scoring of the tools is the same: 60 points for singles, and 80 points for families.
- The scoring tables used to run from 0 through to 4. They are now reversed with each table starting at 4 and working their way down to 0. This increases the speed of assessment.
- The order of the tools has changed, grouped together by domain.
- Language has been simplified.
- Days are used rather than months to provide greater clarification and alignment to how most databases capture periods of time in service.
- Greater specificity has been provided in some components such as amount of debts.

Appendix B: Where the SPDAT is being used (as of May 2015)

United States of America



Arizona

- Statewide

California

- Oakland/Alameda County CoC
- Richmond/Contra Costa County CoC
- Watsonville/Santa Cruz City & County CoC
- Napa City & County CoC
- Los Angeles City & County CoC
- Pasadena CoC
- Glendale CoC

District of Columbia

- District of Columbia CoC

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties CoC
- Tampa/Hillsborough County CoC
- St. Petersburg/Clearwater/Largo/Pinellas County CoC
- Orlando/Orange, Osceola, Seminole Counties CoC
- Jacksonville-Duval, Clay Counties CoC
- Palm Bay/Melbourne/Brevard County CoC
- West Palm Beach/Palm Beach County CoC

Georgia

- Atlanta County CoC
- Fulton County CoC
- Marietta/Cobb County CoC
- DeKalb County CoC

Iowa

- Parts of Iowa Balance of State CoC

Kentucky

- Louisville/Jefferson County CoC

Louisiana

- New Orleans/Jefferson Parish CoC

Maryland

- Baltimore City CoC

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County CoC
- Northwest Minnesota CoC
- Moorhead/West Central Minnesota CoC
- Southwest Minnesota CoC

Missouri

- Joplin/Jasper, Newton Counties CoC

North Carolina

- Winston Salem/Forsyth County CoC
- Asheville/Buncombe County CoC
- Greensboro/High Point CoC

North Dakota

- Statewide

Nevada

- Las Vegas/Clark County CoC

New York

- Yonkers/Mount Vernon/New Rochelle/Westchester County CoC

Ohio

- Canton/Massillon/Alliance/Stark County CoC
- Toledo/Lucas County CoC

Oklahoma

- Tulsa City & County/Broken Arrow CoC
- Oklahoma City CoC

Pennsylvania

- Lower Marion/Norristown/Abington/Montgomery County CoC

- Bristol/Bensalem/Bucks County CoC
- Pittsburgh/McKeesport/Penn Hills/Allegheny County CoC

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country CoC

Tennessee

- Memphis/Shelby County CoC

Texas

- San Antonio/Bexar County CoC
- Austin/Travis County CoC

Utah

- Salt Lake City & County CoC
- Utah Balance of State CoC
- Provo/Mountainland CoC

Virginia

- Virginia Beach CoC
- Arlington County CoC

Washington

- Spokane City & County CoC

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming is in the process of implementing statewide

Canada

Alberta

- Province-wide

Manitoba

- City of Winnipeg

New Brunswick

- City of Fredericton
- City of Saint John

Newfoundland and Labrador

- Province-wide

Northwest Territories

- City of Yellowknife

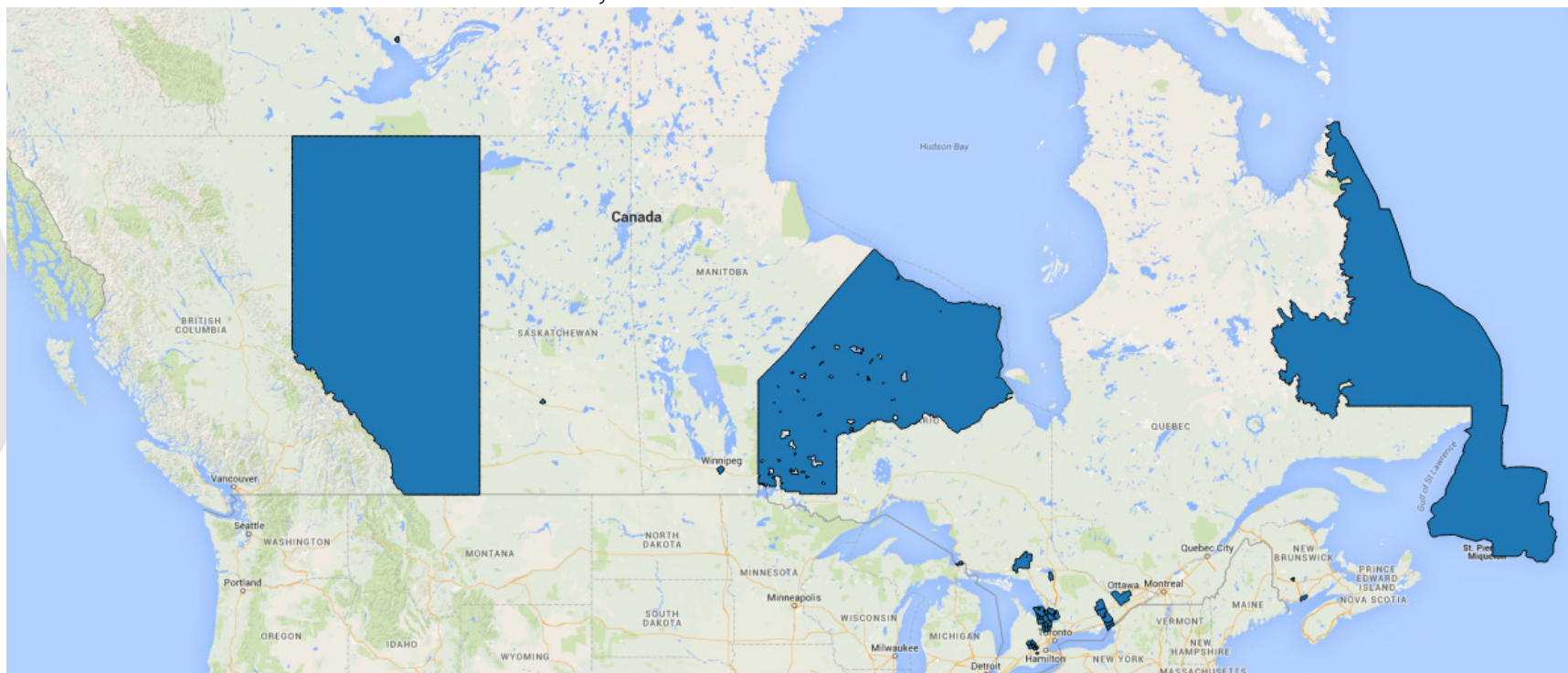
Ontario

- City of Barrie/Simcoe County
- City of Brantford/Brant County
- City of Greater Sudbury
- City of Kingston/Frontenac County
- City of Ottawa
- City of Windsor

- District of Kenora
- District of Parry Sound
- District of Sault Ste Marie
- Regional Municipality of Waterloo
- Regional Municipality of York

Saskatchewan

- Saskatoon



Australia

Queensland

- Brisbane

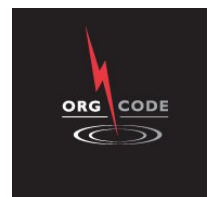


Family Service Prioritization Decision Assistance Tool (F-SPDAT)

Assessment Tool for Families

VERSION 2.01

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1 (800) 355-0420 info@orgcode.com www.orgcode.com



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or service delivery contexts. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The **Vulnerability Index – Service Prioritization Decision Assistance Tool** (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and may not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdats/

SPDAT Series

The **Service Prioritization Decision Assistance Tool** (SPDAT) was developed as an assessment tool for frontline workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. It is an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Terms and Conditions Governing the Use of the SPDAT

SPDAT products have been developed by OrgCode Consulting, Inc. with extensive feedback from key community partners including people with lived experience. The tools are provided free of charge to communities to improve the client centered services dedicated to increasing housing stability and wellness. Training is indeed required for the administration and interpretation of these assessment tools. Use of the SPDAT products without authorized training is strictly prohibited.

By using this tool, you accept and agree to be bound by the terms of this expectation.

No sharing, reproduction, use or duplication of the information herein is permitted without the express written consent of OrgCode Consulting, Inc.

Ownership

The Service Prioritization Decision Assistance Tool (“SPDAT”) and accompanying documentation is owned by OrgCode Consulting, Inc.

Training

Although the SPDAT Series is provided free of charge to communities, training by OrgCode Consulting, Inc. or a third party trainer, authorized by OrgCode, must be successfully completed. After meeting the training requirements required to administer and interpret the SPDAT Series, practitioners are permitted to implement the SPDAT in their work with clients.

Restrictions on Use

You may not use or copy the SPDAT prior to successfully completing training on its use, provided by OrgCode Consulting, Inc. or a third-party trainer authorized by OrgCode. You may not share the SPDAT with other individuals not trained on its use. You may not train others on the use of the SPDAT, unless specifically authorized by OrgCode Consulting, Inc.

Restrictions on Alteration

You may not modify the SPDAT or create any derivative work of the SPDAT or its accompanying documentation, without the express written consent of OrgCode Consulting, Inc. Derivative works include but are not limited to translations.

Disclaimer

The management and staff of OrgCode Consulting, Inc. (OrgCode) do not control the way in which the Service Prioritization Decision Assistance Tool (SPDAT) will be used, applied or integrated into related client processes by communities, agency management or frontline workers. OrgCode assumes no legal responsibility or liability for the misuse of the SPDAT, decisions that are made or services that are received in conjunction with the assessment tool.

A. Mental Health & Wellness & Cognitive Functioning

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Has anyone in your family ever received any help with their mental wellness? • Do you feel that every member in your family is getting all the help they need for their mental health or stress? • Has a doctor ever prescribed anyone in your family pills for nerves, anxiety, depression or anything like that? • Has anyone in your family ever gone to an emergency room or stayed in a hospital because they weren't feeling 100% emotionally? • Does anyone in your family have trouble learning or paying attention, or been tested for learning disabilities? • Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby? What about when you were pregnant? • Has anyone in your family ever hurt their brain or head? • Do you have any documents or papers about your family's mental health or brain functioning? • Are there other professionals we could speak with that have knowledge of your family's mental health? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) and not in a heightened state of recovery currently <input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
3	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition <input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
2	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No major concerns about the family's safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning <input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability <input type="checkbox"/> No compelling reason for any member of the family to be screened by an expert in mental health or cognitive functioning prior to housing to fully understand capacity
1	<ul style="list-style-type: none"> <input type="checkbox"/> All members of the family are in a heightened state of recovery, have a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, and are engaged with mental health supports as necessary.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No mental health or cognitive functioning issues disclosed, suspected or observed.

B. Physical Health & Wellness

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • How is your family's health? • Are you getting any help with your health? How often? • Do you feel you are getting all the care you need for your family's health? • Any illnesses like diabetes, HIV, Hep C or anything like that going on in any member of your family? • Ever had a doctor tell anyone in your family that they have problems with blood pressure or heart or lungs or anything like that? • When was the last time anyone in your family saw a doctor? What was that for? • Do you have a clinic or doctor that you usually go to? • Anything going on right now with your family's health that you think would prevent them from living a full, healthy, happy life? • Are there other professionals we could speak with that have knowledge of your family's health? • Do you have any documents or papers about your family's health or past stays in hospital because of your health? 	<h3>NOTES</h3> <div></div>

SCORING	
4	<p>Any of the following for any member of the family:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-occurring chronic health conditions <input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health <input type="checkbox"/> Palliative health condition
3	<p>Presence of a health issue among any family member with any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice <input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability) <input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status
2	<ul style="list-style-type: none"> <input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care <input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living
1	<p>Single chronic or serious health condition in a family member, but all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life <input type="checkbox"/> Connected to appropriate health supports <input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No serious or chronic health condition <input type="checkbox"/> If any minor health condition, they are managed appropriately

C. Medication

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Has anyone in your family recently been prescribed any medications by a health care professional? • Does anyone in your family take any medication, prescribed to them by a doctor? • Has anyone in your family ever had a doctor prescribe them a medication that wasn't filled or they didn't take? • Were any of your family's medications changed in the last month? Whose? How did that make them feel? • Do other people ever steal your family's medications? • Does anyone in your family ever sell or share their medications with other people it wasn't prescribed to? • How does your family store their medication and make sure they take the right medication at the right time each day? • What do you do if you realize someone has forgotten to take their medications? • Do you have any papers or documents about the medications your family takes? 	<h3>NOTES</h3> <div></div>

SCORING	
4	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps less than is sold or shared <input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high) <input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason.
3	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is not having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps more than is sold or shared <input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister-pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping nighttime medications on the bedside table and morning medications by the coffeemaker) <input type="checkbox"/> Medications are stored and distributed by a third-party
2	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week <input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills <input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days
0	<p>Any of the following is true for every family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No medication prescribed to them <input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days

D. Substance Use

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • When was the last time you had a drink or used drugs? What about the other members of your family? • Anything we should keep in mind related to drugs/alcohol? • How often would you say you use [substance] in a week? • Ever have a doctor tell you that your health may be at risk because you drink or use drugs? • Have you engaged with anyone professionally related to your substance use that we could speak with? • Ever get into fights, fall down and bang your head, do things you regret later, or pass out when drinking or using other drugs? • Have you ever used alcohol or other drugs in a way that may be considered less than safe? • Do you ever drink mouthwash or cooking wine or hand sanitizer or anything like that? 	<h3>NOTES</h3> <div></div>

Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women.

SCORING	
	<input type="checkbox"/> An adult is in a life-threatening health situation as a direct result of substance use, or , <input type="checkbox"/> Any family member is under the legal age but over 15 and would score a 3+, or , <input type="checkbox"/> Any family member is under 15 and would score a 2+, or who first used drugs prior to age 12, or ,
4	In the past 30 days, any of the following are true for any adult in the family... <input type="checkbox"/> Substance use is almost daily (21+ times) and often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times
	<input type="checkbox"/> An adult is experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, or , <input type="checkbox"/> Any family member is under the legal age but over 15 and would score a 2, or , <input type="checkbox"/> Any family member is under 15 and would score a 1, or who first used drugs at age 13-15, or ,
3	In the past 30 days, any of the following are true for any adult in the family... <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times
	<input type="checkbox"/> Any family member is under the legal age but over 15 and would otherwise score 1, or ,
2	In the past 30 days, any of the following are true for any adult in the family... <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times
1	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, or , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days
0	<input type="checkbox"/> In the past 365 days, no substance use

E. Experience of Abuse & Trauma of Parents

PROMPTS	CLIENT SCORE: <input type="text"/>	
<p>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</p> <p>*Because this section is self-reported, if there are more than one parent present, they should each be asked individually.</p> <ul style="list-style-type: none"> • “I don’t need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?” • “Are you currently or have you ever received professional assistance to address that abuse?” • “Does the experience of abuse or trauma impact your day to day living in any way?” • “Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?” • “Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?” • “Have you ever become homeless as a direct result of experiencing abuse or trauma?” 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is not believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) is impacting daily functioning and/or ability to get out of homelessness
	Any of the following:
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness <input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma

F. Risk of Harm to Self or Others

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Does anyone in your family have thoughts about hurting themselves or anyone else? Have they ever acted on these thoughts? When was the last time? What was occurring when that happened? • Has anyone in your family ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt themselves or others? How long ago was that? Does that happen often? • Has anyone in your family recently left a situation you felt was abusive or unsafe? How long ago was that? • Has anyone in your family been in any fights recently – whether they started it or someone else did? How long ago was that? How often do they get into fights? 	NOTES <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

SCORING	
4	Any of the following for any family member: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an abusive situation <input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others <input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)
3	Any of the following for any family member: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days <input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days
2	Any of the following for any family member: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days <input type="checkbox"/> 366+ days ago, 4+ involvements in physical alterations
1	<input type="checkbox"/> 366+ days ago, a family member had 1-3 involvements in physical alterations
0	<input type="checkbox"/> Whole family reports no instance of harming self, being harmed, or harming others

G. Involvement in Higher Risk and/or Exploitive Situations

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • <i>[Observe, don't ask] Any abscesses or track marks from injection substance use?</i> • <i>Does anybody force or trick people in your family to do things that they don't want to do?</i> • <i>Do you or anyone in your family ever do stuff that could be considered dangerous like drinking until they pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</i> • <i>Does anyone in your family ever find themselves in situations that may be considered at a high risk for violence?</i> • <i>Does your family ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</i> 	<th>NOTES</th>	NOTES

SCORING	
4	Any of the following: <input type="checkbox"/> In the past 180 days, family engaged in a total of 10+ higher risk and/or exploitive events <input type="checkbox"/> In the past 90 days, any member of the family left an abusive situation
3	Any of the following: <input type="checkbox"/> In the past 180 days, family engaged in a total of 4-9 higher risk and/or exploitive events <input type="checkbox"/> In the past 180 days, any member of the family left an abusive situation, but not in the past 90 days
2	Any of the following: <input type="checkbox"/> In the past 180 days, family engaged in a total of 1-3 higher risk and/or exploitive events <input type="checkbox"/> 181+ days ago, any member of the family left an abusive situation
1	<input type="checkbox"/> Any involvement in higher risk and/or exploitive situations by any member of the family occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no involvement by any family member in higher risk and/or exploitive events

H. Interaction with Emergency Services

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How often does your family go to emergency rooms? • How many times have you had the police speak to members of your family over the past 180 days? • Has anyone in your family used an ambulance or needed the fire department at any time in the past 180 days? • How many times have members of your family called or visited a crisis team or a crisis counselor in the last 180 days? • How many times have you or anyone in your family been admitted to hospital in the last 180 days? How long did they stay? 	<th>NOTES</th>	NOTES

Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative family total of 10+ interactions with emergency services
3	<input type="checkbox"/> In the past 180 days, cumulative family total of 4-9 interactions with emergency services
2	<input type="checkbox"/> In the past 180 days, cumulative family total of 1-3 interactions with emergency services
1	<input type="checkbox"/> Any interaction with emergency services by family members occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services

I. Legal

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • Does your family have any “legal stuff” going on? • Has anyone in your family had a lawyer assigned to them by a court? • Does anyone in your family have any upcoming court dates? Do you think there’s a chance someone in your family will do time? • Any outstanding fines? • Has anyone in your family paid any fines in the last 12 months for anything? • Has anyone in your family done any community service in the last 12 months? • Is anybody expecting someone in your family to do community service for anything right now? • Did your family have any legal stuff in the last year that got dismissed? • Is your family’s housing at risk in any way right now because of legal issues? 	NOTES <div></div>

SCORING	
4	Any of the following among any family member: <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand
3	Any of the following among any family member: <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand
2	Any of the following among any family member: <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service)
1	<input type="checkbox"/> There are no current legal issues among family members, and any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration
0	<input type="checkbox"/> No family member has had any legal issues within the past 365 days, and currently no conditions of release

J. Managing Tenancy

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Is your family currently homeless? • [If the family is housed] Does your family have an eviction notice? • [If the family is housed] Do you think that your family's housing is at risk? • How is your family's relationship with your neighbors? • How does your family normally get along with landlords? • How has your family been doing with taking care of your place? 	<th>NOTES</th>	NOTES

Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.

SCORING	
4	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters
3	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters
2	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> Continuously housed for at least 90 days but not more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters
1	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 180 days but not more than 365 days
0	<input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 365 days

K. Personal Administration & Money Management

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How are you and your family with taking care of money? • How are you and your family with paying bills on time and taking care of other financial stuff? • Does anyone in your family have any street debts or drug or gambling debts? • Is there anybody that thinks anyone in your family owes them money? • Do you budget every single month for every single thing your family needs? Including cigarettes? Booze? Drugs? • Does your family try to pay your rent before paying for anything else? • Is anyone in your family behind in any payments like child support or student loans or anything like that? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No family income (including formal and informal sources) <input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments <p>Or, for the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided <input type="checkbox"/> Does not comprehend financial obligations <input type="checkbox"/> Not aware of the full amount spent on substances, if the household includes a substance user
3	<p><input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments, or</p> <p>For the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money) <input type="checkbox"/> Only understands their financial obligations with the assistance of a 3rd party <input type="checkbox"/> Not budgeting for substance use, if the household includes a substance user
2	<p><input type="checkbox"/> In the past 365 days, source of family income has changed 2+ times, or</p> <p>For the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs <input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship) <input type="checkbox"/> Self-managing financial resources and taking care of associated administrative tasks for less than 90 days
1	<p><input type="checkbox"/> The person who normally handles the household's finances has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days</p>
0	<p><input type="checkbox"/> The person who normally handles the household's finances has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days</p>

L. Social Relationships & Networks

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Tell me about your family's friends, extended family or other people in your life. • How often do you get together or chat with family friends? • When your family goes to doctor's appointments or meet with other professionals like that, what is that like? • Are there any people in your life that you feel are just using you, or someone else in your family? • Are there any of your family's closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that? • Have you ever had people crash at your place that you did not want staying there? • Have you ever been threatened with an eviction or lost a place because of something that friends or extended family did in your apartment? • Have you ever been concerned about not following your lease agreement because of friends or extended family? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless <input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, or impacting life, wellness, or safety <input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> No friends or family and any family member demonstrates an inability to follow social norms
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless, and would classify some of friends as housed, while some are homeless <input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability <input type="checkbox"/> No friends or family but all family members demonstrate ability to follow social norms <input type="checkbox"/> Any family member is meeting new people with an intention of forming friendships <input type="checkbox"/> Any family member is reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless, and would classify friends and family as being housed <input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Any family member is developing relationships with new people but not yet fully trusting them
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for less than 180 days, and family is engaged with friends or family, who are having no negative consequences on the individual's housing stability
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for at least 180 days, and family is engaged with friends or family, who are having no negative consequences on the individual's housing stability

M. Self Care & Daily Living Skills of Family Head

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Do you have any worries about taking care of yourself or your family? • Do you have any concerns about cooking, cleaning, laundry or anything like that? • Does anyone in your family ever need reminders to do things like shower or clean up? • Describe your family's last apartment. • Do you know how to shop for nutritious food on a budget? • Do you know how to make low cost meals that can result in leftovers to freeze or save for another day? • Do you tend to keep all of your family's clothes clean? • Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment? • When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty? 	<th>NOTES</th>	NOTES

SCORING	
4	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings <input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis <input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life
3	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 14+ days in any 30-day period <input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life
2	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period
1	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, family accessed community resources 4 or fewer times, and head of household is fully taking care of all the family's daily needs
0	<ul style="list-style-type: none"> <input type="checkbox"/> For the past 365+ days, fully taking care of all the family's daily needs independently

N. Meaningful Daily Activity

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How does your family spend their days? • How does your family spend their free time? • Do these things make your family feel happy/fulfilled? • How many days a week would you say members of your family have things to do that make them feel happy/fulfilled? • How much time in a week would you or members of your family say they are totally bored? • When people in your family wake up in the morning, do they tend to have an idea of what they plan to do that day? • How much time in a week would you say members of your family spend doing stuff to fill up the time rather than doing things that they love? • Are there any things that get in the way of your family doing the sorts of activities they would like to be doing? 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> Any member of the family has no planned, legal activities described as providing fulfillment or happiness
3	<input type="checkbox"/> Any member of the family is discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness
2	<input type="checkbox"/> Some members of the family are attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, or they are not fully committed to continuing the activities.
1	<input type="checkbox"/> Each family member has planned, legal activities described as providing fulfillment or happiness 1-3 days per week
0	<input type="checkbox"/> Each family member has planned, legal activities described as providing fulfillment or happiness 4+ days per week

0. History of Homelessness & Housing

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • How long has your family been homeless? • How many times has your family experienced homelessness other than this most recent time? • Has your family spent any time sleeping on a friend's couch or floor? And if so, during those times did you consider that to be your family's permanent address? • Has your family ever spent time sleeping in a car, alleyway, garage, barn, bus shelter, or anything like that? • Has your family ever spent time sleeping in an abandoned building? • Was anyone in your family ever been in hospital or jail for a period of time when they didn't have a permanent address to go to when they got out? 	<th>NOTES</th>	NOTES

SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of family homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of family homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of family homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of family homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of family homelessness

P. Parental Engagement

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Walk me through a typical evening after school in your family. • Tell me about what role, if any, the older kids have with the younger kids. Do they babysit? Walk them to school? Bathe or put the younger kids to bed? • Does your family have play time together? What kinds of things do you do and how often do you do it? • Let's pick a day like a Saturday...do you know where your kids are the entire day and whom they are out with all day? 	<th>NOTES</th>	NOTES

Note: In this section, a child is considered “supervised” when the parent has knowledge of the child’s whereabouts, the child is in an age-appropriate environment, and the child is engaged with the parent or another responsible adult. “Caretaking tasks” are tasks that may be expected by a parent/caregiver such as getting children to/from school, preparing meals, bathing children, putting children to bed, etc.

SCORING	
4	<input type="checkbox"/> No sense of parental attachment and responsibility <input type="checkbox"/> No meaningful family time together <input type="checkbox"/> Children 12 and younger are unsupervised 3+ hours each day <input type="checkbox"/> Children 13 and older are unsupervised 4+ hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks 5+ days/week
3	<input type="checkbox"/> Weak sense of parental attachment and responsibility <input type="checkbox"/> Meaningful family activities occur 1-4 times in a month <input type="checkbox"/> Children 12 and younger are unsupervised 1-3 hours each day <input type="checkbox"/> Children 13 and older are unsupervised 2-4 hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks 3-4 days/week
2	<input type="checkbox"/> Sense of parental attachment and responsibility, but not consistently applied <input type="checkbox"/> Meaningful family activities occur 1-2 days per week <input type="checkbox"/> Children 12 and younger are unsupervised fewer than 1 hour each day <input type="checkbox"/> Children 13 and older are unsupervised 1-2 hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks fewer than 2 days/week
1	<input type="checkbox"/> Strong sense of parental attachment and responsibility towards their children <input type="checkbox"/> Meaningful family activities occur 3-6 days of the week <input type="checkbox"/> Children 12 and younger are never unsupervised <input type="checkbox"/> Children 13 and older are unsupervised no more than an hour each day
0	<input type="checkbox"/> Strong sense of attachment and responsibility towards their children <input type="checkbox"/> Meaningful family activities occur daily <input type="checkbox"/> Children are never unsupervised

Q. Stability/Resiliency of the Family Unit

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Over the past year have there been any different adults staying with the family like a family friend, grandparent, aunt or that sort of thing? If so, can you tell me when and for how long and the changes that have occurred? • Other than kids being taken into care, have there been any instances where any child has gone to stay with another family member or family friend for any length of time? Can you tell me how many times, when and for how long that happened? 	<th>NOTES</th>	NOTES

SCORING	
4	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relative within the family have changed 4+ times <input type="checkbox"/> Children have left or returned to the family 4+ times
3	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 3 times <input type="checkbox"/> Children have left or returned to the family 3 times
2	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 2 times <input type="checkbox"/> Children have left or returned to the family 2 times
1	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 1 time <input type="checkbox"/> Children have left or returned to the family 1 time
0	In the past 365 days, any of the following have occurred: <input type="checkbox"/> No change in parental arrangements and/or other adult relatives within the family <input type="checkbox"/> Children have not left or returned to the family

R. Needs of Children

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> • Please tell me about the attendance at school of your school-aged children. • Any health issues with your children? • Any times of separation between your children and parents? • Without going into detail, have any of your children experienced or witnessed emotional, physical, sexual or psychological abuse? • Have your children ever accessed professional assistance to address that abuse? 	<th>NOTES</th>	NOTES

SCORING	
4	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 15+ days in any month <input type="checkbox"/> School-aged children are not currently enrolled in school <input type="checkbox"/> Any member of the family, including children, is currently escaping an abusive situation <input type="checkbox"/> The family is homeless
3	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 7-14 days in any month <input type="checkbox"/> School-aged children typically miss 3+ days of school per week for reasons other than illness <input type="checkbox"/> In the last 180 days, any child(ren) in the family has experienced an abusive situation that has since ended
2	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 1-6 days in any month <input type="checkbox"/> School-aged children typically miss 2 days of school per week for reasons other than illness <input type="checkbox"/> In the past 365 days, any child(ren) in the family has experienced an abusive situation that has ended more than 180 days ago
1	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the last 365 days, children needed to live with friends or family for 7+ days in any month, but not in the last 90 days <input type="checkbox"/> School-aged children typically miss 1 day of school per week for reasons other than illness
0	All of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the last 365 days, children needed to live with friends or family for fewer than 7 days in every month <input type="checkbox"/> School-aged children maintain consistent attendance at school <input type="checkbox"/> There is no evidence of children in the home having experienced or witnessed abuse <input type="checkbox"/> The family is housed

S. Size of Family Unit

PROMPTS	CLIENT SCORE: <input type="text"/>
<ul style="list-style-type: none"> • I just want to make sure I understand how many kids there are, the gender of each and their age. Can you take me through that again? • Is anyone in the family currently pregnant? 	NOTES <div></div>

SCORING		
	FOR ONE-PARENT FAMILIES:	FOR TWO-PARENT FAMILIES:
4	Any of the following: <input type="checkbox"/> A pregnancy in the family <input type="checkbox"/> At least one child aged 0-6 <input type="checkbox"/> Three or more children of any age	Any of the following: <input type="checkbox"/> A pregnancy in the family <input type="checkbox"/> Four or more children of any age
3	Any of the following: <input type="checkbox"/> At least one child aged 7-11 <input type="checkbox"/> Two children of any age	Any of the following: <input type="checkbox"/> At least one child aged 0-6 <input type="checkbox"/> Three children of any age
2	<input type="checkbox"/> At least one child aged 12-15.	Any of the following: <input type="checkbox"/> At least one child aged 7-11 <input type="checkbox"/> Two children of any age
1	<input type="checkbox"/> At least one child aged 16 or older.	<input type="checkbox"/> At least one child aged 12 or older
0	<input type="checkbox"/> Children have been permanently removed from the family and the household is transitioning to services for singles or couples without children	

T. Interaction with Child Protective Services and/or Family Court

PROMPTS	CLIENT SCORE: <input type="text"/>	
<ul style="list-style-type: none"> Any matters being considered by a judge right now as it pertains to any member of your family? Have any of your children spent time in care? When was that? For how long were they in care? When did you get them back? Has there ever been an investigation by someone in child welfare into the matters of your family? 	<th>NOTES</th>	NOTES

SCORING	
	Any of the following: <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, interactions with child protective services have occurred <input type="checkbox"/> In the past 365 days, one or more children have been removed from parent's custody that have not been reunited with the family at least four days per week <input type="checkbox"/> There are issues still be decided or considered within family court
4	
	In the past 180 days, any of the following have occurred: <ul style="list-style-type: none"> <input type="checkbox"/> Interactions with child protective services have occurred, but not within the past 90 days <input type="checkbox"/> One or more children have been removed from parent's custody through child protective services (non-voluntary) and the child(ren) has been reunited with the family four or more days per week; <input type="checkbox"/> Issues have been resolved in family court
3	
	<input type="checkbox"/> In the past 365 days, interactions with child protective services have occurred, but not within the past 180 days, and there are no active issues, concerns or investigations
2	
	<input type="checkbox"/> No interactions with child protective services have occurred, within the past 365 days, and there are no active issues, concerns or investigations.
1	
	<input type="checkbox"/> There have been no serious interactions with child protective services because of parenting concerns
0	

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
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COMPONENT	SCORE	COMMENTS
MENTAL HEALTH & WELLNESS AND COGNITIVE FUNCTIONING		
PHYSICAL HEALTH & WELLNESS		
MEDICATION		
SUBSTANCE USE		
EXPERIENCE OF ABUSE AND/ OR TRAUMA		
RISK OF HARM TO SELF OR OTHERS		
INVOLVEMENT IN HIGHER RISK AND/OR EXPLOITIVE SITUATIONS		
INTERACTION WITH EMERGENCY SERVICES		

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
LEGAL INVOLVEMENT		
MANAGING TENANCY		
PERSONAL ADMINISTRATION & MONEY MANAGEMENT		
SOCIAL RELATIONSHIPS & NETWORKS		
SELF-CARE & DAILY LIVING SKILLS		
MEANINGFUL DAILY ACTIVITIES		
HISTORY OF HOUSING & HOMELESSNESS		

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
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COMPONENT	SCORE	COMMENTS
PARENTAL ENGAGEMENT		
STABILITY/RESILIENCY OF THE FAMILY UNIT		
NEEDS OF CHILDREN		
SIZE OF FAMILY		
INTERACTION WITH CHILD PROTECTIVE SERVICES AND/OR FAMILY COURT		
TOTAL		

Appendix A: About the SPDAT

OrgCode Consulting, Inc. is pleased to announce the release of Version 4 of the Service Prioritization Decision Assistance Tool (SPDAT). Since its release in 2010, the SPDAT has been used with over 10,000 unique individuals in over 100 communities across North America and in select locations around the world.

Originally designed as a tool to help prioritize housing services for homeless individuals based upon their acuity, the SPDAT has been successfully adapted to other fields of practice, including: discharge planning from hospitals, work with youth, survivors of domestic violence, health research, planning supports for consumer survivors of psychiatric care systems, and in work supporting people with fetal alcohol spectrum disorders. We are encouraged that so many service providers and communities are expanding the use of this tool, and OrgCode will continue to support the innovative use of the SPDAT to meet local needs.

SPDAT Design

The SPDAT is designed to:

- Help prioritize which clients should receive what type of housing assistance intervention, and assist in determining the intensity of case management services
- Prioritize the sequence of clients receiving those services
- Help prioritize the time and resources of Frontline Workers
- Allow Team Leaders and program supervisors to better match client needs to the strengths of specific Frontline Workers on their team
- Assist Team Leaders and program supervisors to support Frontline Workers and establish service priorities across their team
- Provide assistance with case planning and encourage reflection on the prioritization of different elements within a case plan
- Track the depth of need and service responses to clients over time

The SPDAT is NOT designed to:

- Provide a diagnosis
- Assess current risk or be a predictive index for future risk
- Take the place of other valid and reliable instruments used in clinical research and care

The SPDAT is only used with those clients who meet program eligibility criteria. For example, if there is an eligibility criterion that requires prospective clients to be homeless at time of intake to be eligible for Housing First, then the pre-condition must be met before pursuing the application of the SPDAT. For that reason, we have also created the VI-SPDAT as an initial screening tool.

The SPDAT is not intended to replace clinical expertise or clinical assessment tools. The tool complements existing clinical approaches by incorporating a wide array of components that provide both a global and detailed picture of a client's acuity. Certain components of the SPDAT relate to clinical concerns, and it is expected that intake professionals and clinicians will work together to ensure the accurate assessment of these issues. In fact, many organizations and communities have found the SPDAT to be a useful method for bridging the gap between housing, social services and clinical services.

Family SPDAT

Upon the release of SPDAT Version 3, a special version was released - the Family SPDAT Version 1. This tool introduced five new components that specifically address the unique challenges to housing stability faced by homeless families. In addition, the tool has a focus on households throughout.

SPDAT Version 4/Family SPDAT Version 2

The SPDAT has been influenced by the experience of practitioners in its use, persons with lived experience that have had the SPDAT implemented with them, as well as a number of other excellent tools such as (but not limited to) the Outcome Star, Health of the Nation Outcome Scale, Denver Acuity Scale, Camberwell Assessment of Needs, Vulnerability Index, and Transition Aged Youth Triage Tool.

In preparing SPDAT v4 and F-SPDAT v2, we have adopted a comprehensive and collaborative approach to changing and improving the SPDAT. Communities that have used the tool for three months or more have provided us with their feedback. OrgCode staff have observed the tool in operation to better understand its implementation in the field. An independent committee composed of service practitioners and academics review enhancements to the SPDAT. Furthermore, we continue to test the validity of SPDAT results through the use of control groups. Overall, we consistently see that groups assessed with the SPDAT have better long-term housing and life stability outcomes than those assessed with other tools, or no tools at all.

OrgCode intends to continue working with communities and persons with lived experience to make future versions of the SPDAT even better. We hope all those communities and agencies that choose to use this tool will remain committed to collaborating with us to make those improvements over time.

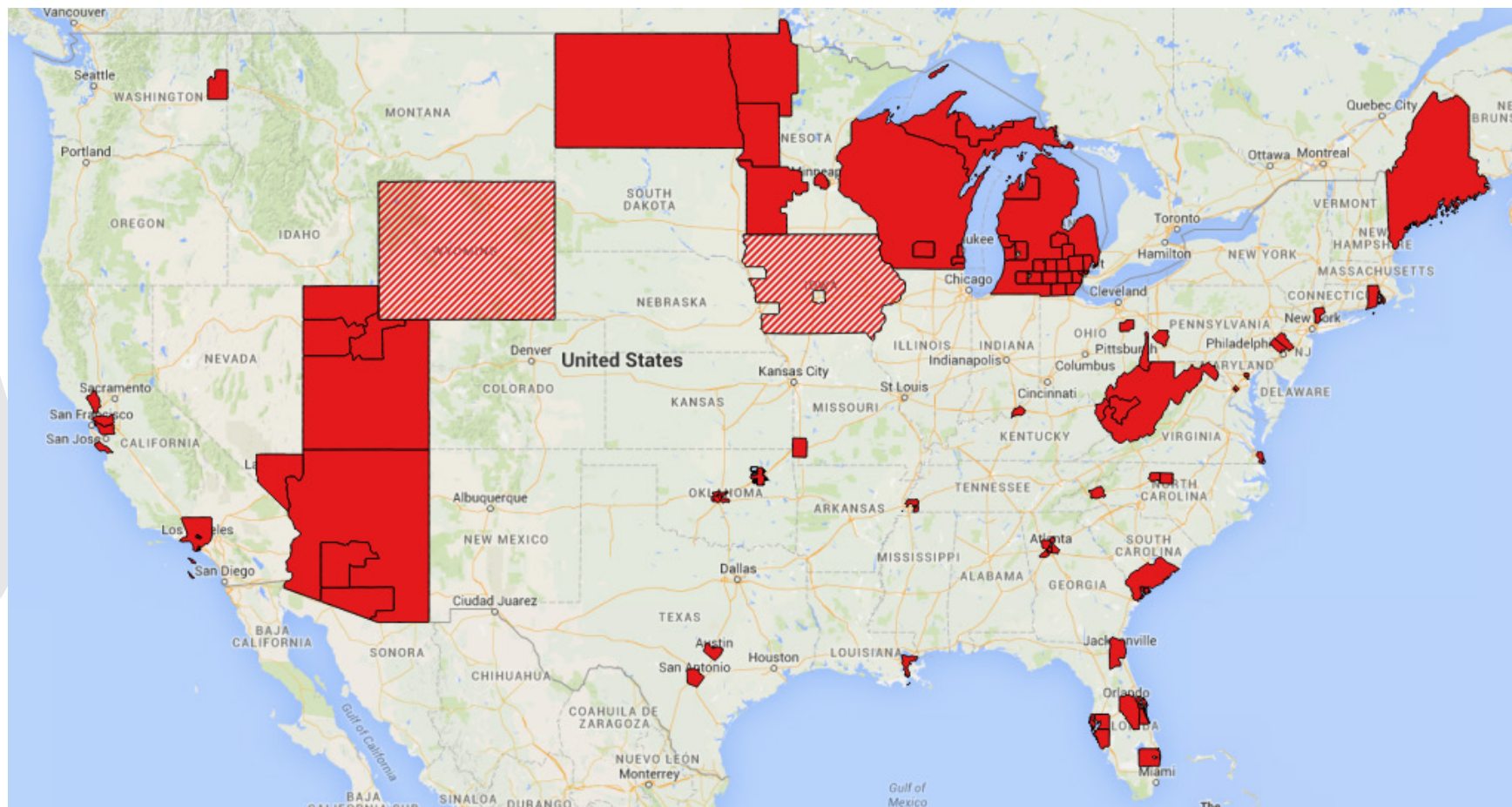
The new versions build upon the success of previous versions of the SPDAT products with some refinements. Starting in August 2014, a survey was launched of existing SPDAT and F-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

The major differences from F-SPDAT Version 1 to Version 2 include:

- The structure of the tools is the same: four domains (five for families) with components aligned to specific domains. The names of the domains and the components remain unchanged.
- The scoring of the tools is the same: 60 points for singles, and 80 points for families.
- The scoring tables used to run from 0 through to 4. They are now reversed with each table starting at 4 and working their way down to 0. This increases the speed of assessment.
- The order of the tools has changed, grouped together by domain.
- Language has been simplified.
- Days are used rather than months to provide greater clarification and alignment to how most databases capture periods of time in service.
- Greater specificity has been provided in some components such as amount of debts.

Appendix B: Where the SPDAT is being used (as of May 2015)

United States of America



Arizona

- Statewide

California

- Oakland/Alameda County CoC
- Richmond/Contra Costa County CoC
- Watsonville/Santa Cruz City & County CoC
- Napa City & County CoC
- Los Angeles City & County CoC
- Pasadena CoC
- Glendale CoC

District of Columbia

- District of Columbia CoC

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties CoC
- Tampa/Hillsborough County CoC
- St. Petersburg/Clearwater/Largo/Pinellas County CoC
- Orlando/Orange, Osceola, Seminole Counties CoC
- Jacksonville-Duval, Clay Counties CoC
- Palm Bay/Melbourne/Brevard County CoC
- West Palm Beach/Palm Beach County CoC

Georgia

- Atlanta County CoC
- Fulton County CoC
- Marietta/Cobb County CoC
- DeKalb County CoC

Iowa

- Parts of Iowa Balance of State CoC

Kentucky

- Louisville/Jefferson County CoC

Louisiana

- New Orleans/Jefferson Parish CoC

Maryland

- Baltimore City CoC

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County CoC
- Northwest Minnesota CoC
- Moorhead/West Central Minnesota CoC
- Southwest Minnesota CoC

Missouri

- Joplin/Jasper, Newton Counties CoC

North Carolina

- Winston Salem/Forsyth County CoC
- Asheville/Buncombe County CoC
- Greensboro/High Point CoC

North Dakota

- Statewide

Nevada

- Las Vegas/Clark County CoC

New York

- Yonkers/Mount Vernon/New Rochelle/Westchester County CoC

Ohio

- Canton/Massillon/Alliance/Stark County CoC
- Toledo/Lucas County CoC

Oklahoma

- Tulsa City & County/Broken Arrow CoC
- Oklahoma City CoC

Pennsylvania

- Lower Marion/Norristown/Abington/Montgomery County CoC

- Bristol/Bensalem/Bucks County CoC
- Pittsburgh/McKeesport/Penn Hills/Allegheny County CoC

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country CoC

Tennessee

- Memphis/Shelby County CoC

Texas

- San Antonio/Bexar County CoC
- Austin/Travis County CoC

Utah

- Salt Lake City & County CoC
- Utah Balance of State CoC
- Provo/Mountainland CoC

Virginia

- Virginia Beach CoC
- Arlington County CoC

Washington

- Spokane City & County CoC

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming is in the process of implementing statewide

Canada

Alberta

- Province-wide

Manitoba

- City of Winnipeg

New Brunswick

- City of Fredericton
- City of Saint John

Newfoundland and Labrador

- Province-wide

Northwest Territories

- City of Yellowknife

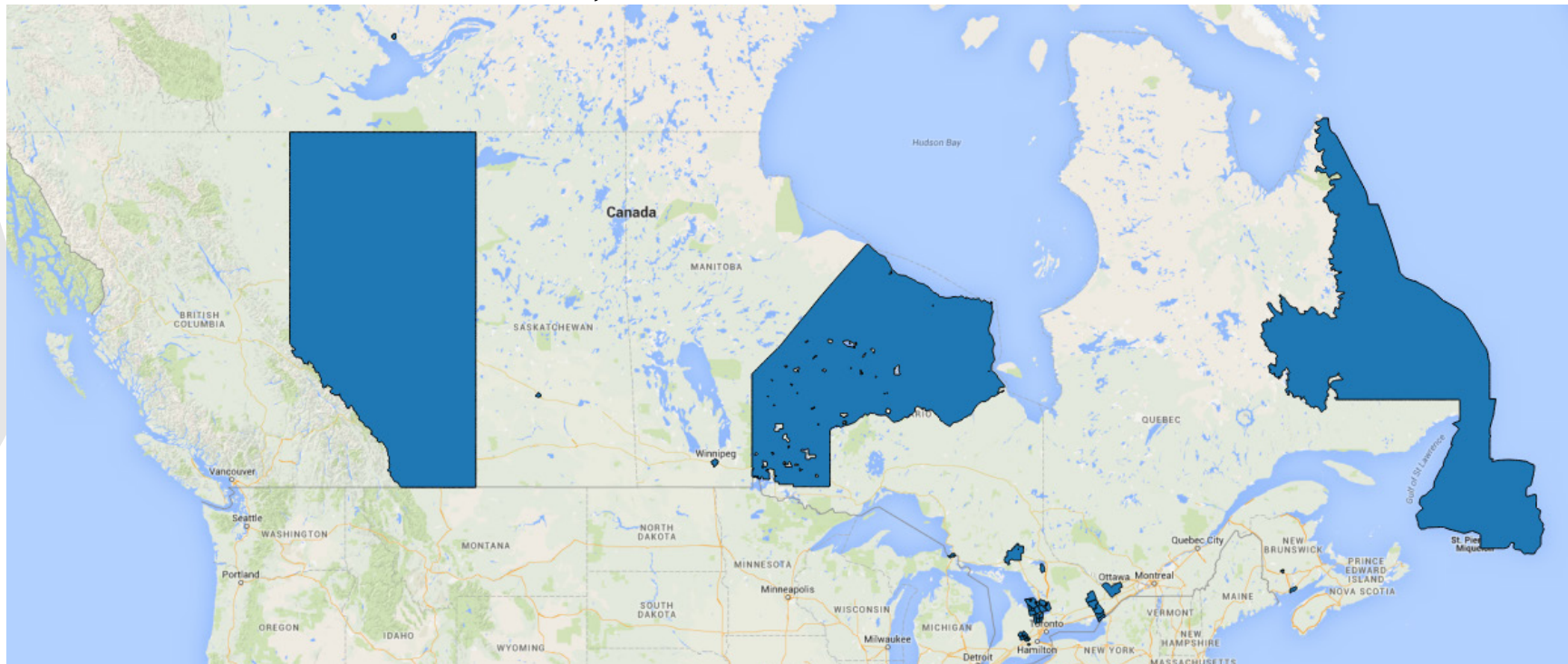
Ontario

- City of Barrie/Simcoe County
- City of Brantford/Brant County
- City of Greater Sudbury
- City of Kingston/Frontenac County
- City of Ottawa
- City of Windsor

- District of Kenora
- District of Parry Sound
- District of Sault Ste Marie
- Regional Municipality of Waterloo
- Regional Municipality of York

Saskatchewan

- Saskatoon



Australia

Queensland

- Brisbane



LA-509 CoC Application

1E-1. Project Ranking and Selection

Cover Sheet

- **Objective Criteria:** all questions;
- **Housing Outcomes:** Question 7 (PDF page 27) and Question 6 (PDF page 44) for new and renewal projects respectively;
- **Specific Methods for Evaluating DV:** Questions 5, 7, 12 (PDF pages 26, 27, 32) and Questions 6-17 (PDF pages 31-35) for new and renewal projects respectively.

**Louisiana Balance of State Continuum of Care
CoC Program - Funding Year 2018
New Project Scoring Tool**

Applicant:

Project:

Proj. Type:

Threshold Criteria		
#	Criteria	Answer
A	Eligible Applicant	
B	Eligible Population	
C	Eligible Activities	
D	Match Requirement	
E	Coordinated Entry	
F	HMIS or HMIS-Comparable Databases	
G	Housing First	
H	Good Standing	

Project Design (16 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
1	Project Type	n/a	PSH, RRH	TH-RRH	n/a	
2	Prioritized Target Population	n/a	n/a	Yes	No	
3	Project Beds Dedicated to Chronic Homelessness/Dedicated PLUS	n/a	n/a	100%	<100%	
4	Rural Parishes	n/a	Yes	n/a	No	

Project Narrative and Data (38 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
5	Community Need	Full Credit	Partial Credit	Partial Credit	No Credit	
6	Implementation Timeline	n/a	Full Credit	Partial Credit	No Credit	
7	Permanent Housing and Self-Sufficiency	Full Credit	Partial Credit	Partial Credit	No Credit	
8	Employment and Non-Employment Income	Full Credit	Partial Credit	Partial Credit	No Credit	
					No Credit, OR does not fund at least 0.5 FTE	
9	Outreach for Participants	Full Credit	Full Credit	Partial Credit	outreach worker	
10	Project Budget	n/a	Full credit	Partial credit	No credit	
11	Cost Effectiveness	<=\$8,500	\$8,501 - \$9,000	\$9,001 - \$9,500	>=\$9,501	

Organization and Administration (12 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
12	Homeless Services Experience	n/a	Full credit	Partial credit	No credit	
13	Fund Leveraging Experience	n/a	n/a	Full credit	No credit	
14	Project Organizational Structure and Financial Accountability	n/a	n/a	Full credit	No credit	
15	Organizational Stability	n/a	Full credit plus bonus points	Full credit or bonus points	No credit or bonus points	n/a
16	CoC Participation	n/a	n/a	Participated in PIT Count and HIC	Did not participate in PIT Count or HIC	
17	Voluntary Reallocation Bonus	n/a	Reallocated 1+ existing projects	n/a	Did not reallocate/no existing projects	

Scoring	Scoring Category	Points Possible	Points Awarded
	Threshold Criteria	n/a	Pass
	Project Design (16 Points)	12	0
	Project Narrative and Data (38 Points)	38	0
	Organization and Administration (12 Points)	14	0
	Total Score (% of Points out of Total Points Possible)	----->	0%

**Louisiana Balance of State Continuum of Care
CoC Program - Funding Year 2018
Renewal Project Scoring Tool**

Applicant:

Project:

Proj. Type:

Threshold Criteria		
#	Criteria	Answer
A	Eligible Applicant	
B	Eligible Population	
C	Eligible Activities	
D	Match Requirement	
E	Coordinated Entry	
F	HMIS or HMIS-Comparable Database	
G	Good Standing	

Project Design						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
1	Project Type	n/a	PSH, RRH	TH-RRH	TH, SSO	
2	Prioritized Target Population	n/a	n/a	Yes	No	
3	Housing First	Yes	n/a	n/a	No	
4	Project Beds Dedicated to Chronic Homeless/Dedicated PLUS	n/a	n/a	100%	<100%	
5	Rural Parishes	n/a	Yes	n/a	No	

Project Outcomes						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
6	% of Participants Exiting To or Maintaining Permanent Housing	90%+, OR 80%+ for DV projects	70-89%, OR 60-79% for DV projects	50-69%, OR 40-59% for DV projects	<50%, OR <40% for DV projects	
7	% of Participants Exiting To Shelter/Streets/Unknown	<5%	6-10%	11-15%	>15%	
8	% of Participants Who Increased Employment Income at Exit	25%+	17-24%	9-16%	<9%	
9	% of Participants Who Increased Non-Employment Income at Exit	25%+	17-24%	9-16%	<9%	
10	% of Participants Who Increased Non-Cash Benefits at Exit	25%+	17-24%	9-16%	<9%	
11	% of Projected Households Served	90%+	85-89%	80-84%	<80%	
12	Utilization Rate	95%+	90-94%	85-89%	<85%	
13	Cost Effectiveness	<=\$2,950	\$2,951-\$3,150	\$3,151-\$3,350	>=\$3,351	
14	HMIS Data Quality %	95%+	90-94%	85-89%	<85%	

Project Type-Specific Scoring						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
15	Average # of Days Between Participant Project Entry and Securing Housing (RRH ONLY)	30 or fewer	31-45	46-60	61+	
16	Average # of Days Between Participant Project Entry and Exit (RRH and TH-RRH ONLY)	120 or fewer	121-210	211-300	301+	
17	% of Participants Whose Safety Improved (DV PROJECTS ONLY)	90%+	85-89%	80-84%	<80%	

CoC Participation and Compliance						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
18	Recaptured Funds	5% or less	6-10%	11-15%	16%+	
19	Annual Performance Report Timeliness <i>(not scored in FY18)</i>	n/a	APRs submitted on time to LA BOSCO and HUD	n/a	APRs submitted late to either LA BOSCO or HUD	n/a
20	LA BOSCO Monthly Data Report <i>(not scored in FY18)</i>	n/a	n/a	Data submitted monthly; data on time at least 75%	Data either not submitted or submitted on time less than 75%	n/a

21	LOCCS Timeliness <i>(not scored in FY18)</i>	Funds drawn at least quarterly from LOCCS	n/a	n/a	Funds drawn less than quarterly from LOCCS	n/a
22	CoC Participation	Participated in Jan 18 PIT Count and FY17 HIC	n/a	n/a	Did not participate in either Jan 18 PIT Count or HIC	
23	Fiscal and Programmatic Stability	No LA BOSCOC Findings, audit issues or concerns	No LA BOSCOC Findings, 1+ audit issues or concerns	1+ LA BOSCOC Findings, no audit issues or concerns	1+ LA BOSCOC Findings, 1+ audit issues or concerns	

Scoring	Scoring Category	Points Possible	Points Awarded
	Threshold Criteria	n/a	Pass
	Project Design	18	0
	Project Outcomes	54	0
	Project Type-Specific Scoring		0
	CoC Participation and Compliance	18	0
	Total Score (% of Points out of Total Points Possible)	----->	0%

PROJECT RANKING, RATING, AND SELECTION



Louisiana Balance of State Continuum of Care (LA BOSCO) Continuum of Care (CoC) Program Local Competition

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Project Scoring Tools

Overview

Standard scoring tools and procedures will be used to rate, rank, and select all projects submitted for inclusion in the Louisiana Balance of State Continuum of Care (LA BOSCO)C's Consolidated Application to the Funding Year 2018 (FY18) Continuum of Care (CoC) Program Competition for funding through the United States Department of Housing and Urban Development (HUD).

The LA BOSCO)C will use standard scoring tools and procedures to review, rate, and rank all projects.

The LA BOSCO)C will publish two scoring tools: one for new projects (the New Project Scoring Tool) and one for existing projects (the Renewal Project Scoring Tool). The LA BOSCO)C will also publish detailed instructions for each scoring element on each tool (the Scoring Tools Detailed Instructions).

All documents related to scoring can be found online at <https://laboscoc.org/funding/>

Procedure

The Continuum of Care Manager will:

1. Develop the New Project Scoring Tool, Renewal Project Scoring Tool, and Scoring Tool Detailed Instructions.
2. Solicit input from representatives of the LA BOSCO)C Regions, from LA BOSCO)C committees, subcommittees, and working groups, and from other outside stakeholders to determine appropriate criteria for the scoring tools based on the priorities established by the LA BOSCO)C and by HUD.
3. Develop protocols and instructions to be provided to the LA BOSCO)C's Scoring Committee.
4. Submit the above documents to the LA BOSCO)C Board of Directors for approval.

The LA BOSCO)C Board of Directors will:

1. Review and approve the New Project Scoring Tool, Renewal Project Scoring Tool, Scoring Tool Detailed Instructions, and protocols and instructions for the LA BOSCO)C Scoring Committee as developed by the Continuum of Care Manager.

Request for Proposals

Overview

When CoC Program funding is available, the LA BOSCO)C will notify stakeholders and potential applicants for new and renewal project funding as outlined below.

The LA BOSCO)C's FY18 Request for Proposals (RFP) can be found online at <https://laboscoc.org/funding/>

Notification

The LA BOSCO)C will notify stakeholders and potential applicants for new and renewal project funding within the timeframe prescribed by HUD by:

- Announcing and posting the RFP on the LA BOSCO website;
- Announcing and posting the RFP to the LA BOSCO listserv;
- 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 BOSCO's Local Competition process, and other HUD requirements; workshops will be announced via the means listed above;
- Existing CoC members may also agree to meet with potential applicants to provide technical assistance regarding funding, the project development process, match requirements, and CoC processes and participation.

Applicants will be required to submit their project applications by a specific time and date as specified by the RFP. Applicants that fail to submit their project application by that time and date will be automatically disqualified.

Preliminary Review

The Continuum of Care Manager 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 matching fund requirements;
- Meets all threshold criteria.

New Projects

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

The LA BOSCO will encourage 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 and/or that may be less likely to be aware that funding is available.

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

1. New project applications and their Project Application Supplements are due to the LA BOSCO by the date and time described in the RFP.
 - a. New projects must indicate, on the Project Application Supplement required by the RFP, which Funding Pool they are applying to. Funding Pools will vary from year to year based on HUD's CoC Program Notice of Funding Availability (NOFA) and local opportunities.

Renewal Projects

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

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

1. The LA BOSCO 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. The LA BOSCO C 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(s) 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 BOSCO C will, at its discretion, request additional information from projects that intend to apply for renewal funding, and use that information to inform its development of the final list of projects eligible to apply for renewal funding.
4. The LA BOSCO C will release the final list of projects that are eligible to apply for renewal funding
5. Renewal project applications and their Project Application Supplements are due to the LA BOSCO C by the time and date described in the RFP.

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

Scoring Committee

Overview

Project applications will be reviewed, scored, and ranked by the LA BOSCO C Scoring Committee.

The Scoring Committee will consist of agencies and/or individuals with no vested interest in CoC Program funding decisions. It will consist of between three and nine members who must be willing and able to commit the time and effort to fulfill the committee's mandate. Members of the Scoring 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. The LA BOSCO C will provide information and materials to all committee members to familiarize them with the purposes and responsibilities of the Scoring Committee. The LA BOSCO C will provide project applications, scoring tools, and all other relevant materials to committee members in advance of any formal scoring meetings.

Members of the Scoring Committee will be selected by the Board of Directors in consultation with the Continuum of Care Manager.

Scoring and Ranking Process

New Projects

New projects will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. New projects will be ranked based on the score produced by the New Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCO C and HUD priorities and to maximize potential funding for the LA BOSCO C as a whole.

Projects applying to the Domestic Violence New Project Funding Pool have additional scoring elements and criteria incorporated into the New Project Scoring Tool; for details, refer to the New Project Scoring Tool and the Scoring Tool Detailed Instructions.

New Project Scoring Criteria

New projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the New Project Scoring Tool and Scoring Tool Detailed Instructions. 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 will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. Renewal projects will be ranked based on the score produced by the Renewal Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole. Adjustments may be made in response to any outcomes of the LA BOSCO's monitoring process.

Renewal Project Scoring Criteria

Renewal projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the Renewal Project Scoring Tool and Scoring Tool Detailed Instructions. 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).

Project Ranking

Project applications will be ranked based on scoring results and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole.

The project ranking process is as follows:

1. The Scoring Committee will review, score, and rank all new and renewal projects.
2. The Scoring Committee will propose its ranking order of all new and renewal projects to the Board of Directors for review.

3. The Board will ensure the ranking order of all new and renewal projects complies with LA BOSCO C and HUD priorities and maximizes LA BOSCO C funding as a whole.
4. The Board will vote to approve the ranking order of all new and renewal projects.
5. The Continuum of Care Manager will, on behalf of the Board, release the final ranking order of all new and renewal projects on the LA BOSCO C website, through the LA BOSCO C listserv, and to the administrative contact list of all existing CoC Program projects.

Insofar as HUD requires it, the LA BOSCO C will rank each of its projects during the CoC Program Competition.

HUD has established annual funding tiers denoted Tier 1 and Tier 2.

Tier 1 project 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 any bonus finding. HUD prioritizes Tier 2 projects for funding below Tier 1 projects and typically establishes a scoring metric to score Tier 2 projects against other Tier 2 projects nationally. Typically, a project 'straddles' the Tier 1/Tier 2 line, and each portion of that project's funding in the different Tiers are considered based on the rules of that Tier.

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

Ranking Order	Project Types	Ranking Method
1	Renewal: Permanent Supportive Housing (PSH), Rapid Re-housing (RRH) -- <i>excludes renewal projects that have not yet completed their first full contract period and submitted their first Annual Performance Report</i>	Ranked in descending order by score
2	Renewal: Joint Transitional Housing-Rapid Re-housing (TH-RRH)	Placed after renewal PSH and RRH and ranked in descending order by score
3	Renewal: Transitional Housing (TH), Supportive Services Only (SSO)	Placed after renewal TH-RRH and ranked in descending order by score
4	Renewal: Renewal Projects That Have Not Yet Completed Their First Full Contract Period and Submitted Their First Annual Performance Report	Placed after renewal TH and SSO in descending order by project funding amount
5	Renewal: Coordinated Entry (SSO-CES)	Placed after all renewal projects that have not yet completed their first full contract period in descending order by project funding amount
6	Renewal: Homeless Management Information System (HMIS)	Placed after all renewal SSO-CES projects in descending order by project funding amount
7	New General Funding Pool: PSH, RRH, TH, TH-RRH	Placed after all renewal HMIS projects and ranked in descending order by score

Ranking Order	Project Types	Ranking Method
8	Louisiana Permanent Supportive Housing (LAPSH) Project	Placed after all New General Funding Pool projects
9	New DV Funding Pool: RRH, TH-RRH	Placed after the LAPSH Project in descending order by score
10	New DV Funding: SSO-CES	Placed after all RRH and TH-RRH projects funded by the DV Funding Pool in descending order by project funding amount

Funding Decision Appeals

Funding decisions can be appealed as prescribed and within the timeframe prescribed in the RFP.



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/>

SCORING TOOL DETAILED INSTRUCTIONS



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

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Introduction

The U.S. Department of Housing and Urban Development (HUD) has published the Funding Year 2018 (FY18) Notice of Funding Availability for the Continuum of Care (CoC) Program (the CoC Program NOFA).¹

The Louisiana Housing Corporation (LHC), as the Collaborative Applicant for the Louisiana Balance of State Continuum of Care (LA BOSCO), is responsible for completing the LA BOSCO's annual Consolidated Application to the CoC Program NOFA.

The Consolidated Application is composed in part of project applications from organizations in the LA BOSCO's geography that serve people experiencing homelessness. The LA BOSCO funds project applications from both existing and new projects. The LA BOSCO encourages and welcomes organizations that have not previously received CoC Program funds to apply.

This document provides detailed information about the LA BOSCO's New Project Scoring Tool and Renewal Project Scoring Tool for the CoC Program Local Competition. Project applications will be scored using the criteria in this document; the LA BOSCO therefore encourages project applicants to incorporate this document into their project design process.

Related Documents

This document references the Continuum of Care Program Local Competition Request for Proposals (RFP). The RFP can be found online here: <https://laboscoc.org/fy18-coc-program-competition>

The timeline for, and deadlines related to, the Continuum of Care Program Local Competition can be found online here: <https://laboscoc.org/fy18-coc-program-competition>

The New Project Scoring Tool and Renewal Project Scoring Tool can be found online here: <https://laboscoc.org/fy18-coc-program-competition>

Definitions

Chronic Homelessness: chronic homelessness is defined in 24 CFR 578.3.

Continuum of Care (CoC): a collaborative of organizations and people dedicated to preventing and ending homelessness. Each CoC covers a geography including one and usually including several counties or parishes. There are seven CoCs in the State of Louisiana, including the LA BOSCO. The LA BOSCO covers more than 20 parishes, including East Baton Rouge, Calcasieu, and Terrebonne.

Collaborative Applicant: each CoC has a Collaborative Applicant, or lead agency, that carries out many of the CoC's administrative responsibilities, including writing the Collaborative Application and administering the local competition for CoC Program funds, implementing the CoC's Coordinated Entry System, and reporting on performance and trends in homelessness to HUD.

Data-driven: a project or process is data-driven if its design decisions were primarily based in quantitative or qualitative data. For example, a data-driven outreach plan might send its outreach workers to engage certain locations based on Point in Time (PIT) Count surveys that those locations are frequented by members of the project's target population; a data-driven plan to increase participants' employment income might develop or

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

refer to specific employment readiness services that have a demonstrably higher success rate for members of the project's target population. The LA BOSCO awards points for projects that incorporate data-driven processes.

DedicatedPLUS: DedicatedPLUS projects that dedicate 100% of their beds to serve households, including unaccompanied youth households, in which at least one person has a disability² and that are also:

- Experiencing chronic homelessness; OR
- Residing in a Transitional Housing project that will be eliminated, AND were experiencing chronic homelessness when they entered the Transitional Housing project; OR
- Residing in a place not meant for human habitation, in an emergency shelter, or in a safe haven, AND had been admitted to and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement, AND were experiencing chronic homelessness prior to entering the permanent housing project; OR
- Residing in the Transitional Housing component of a Joint Transitional Housing and Rapid Re-housing project AND were experiencing chronic homelessness prior to entering the Transitional Housing component; OR
- Residing and have resided in a place not meant for human habitation, an emergency shelter, or a safe haven for at least 12 months of the last 36 months, but have not done so on four separate occasions, AND the individual or head of household has a disability; OR
- Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program AND meet one of the above criteria at their initial intake into the VA's homeless assistance system.

Expansion project: an expansion project is a new project that is intended to add funding to a renewal project.

Homelessness: HUD's definition of homelessness distinguishes four different categories of homelessness: (1) literal homelessness, (2) imminent risk of homelessness, (3) homeless under other federal statutes, and (4) fleeing domestic violence or domestic violence situations. CoC Program projects are restricted to serving people experiencing homelessness under certain categories depending on their project and funding type. Only categories (1) and (4) are open to CoC Program projects. They are defined as follows:

(1) Literal Homelessness: an individual or family who lacks a fixed, regular, or adequate nighttime residence, meaning they:

- Have a primary nighttime residence that is a public or private place not meant for human habitation; OR
- Are living in a publicly or privately operated shelter designated to provide temporary living arrangements (including safe havens, congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs; OR
- Are exiting an institution (e.g. a medical facility or corrections facility) where they have resided for 90 days or less AND resided in an emergency shelter, safe haven, or place not meant for human habitation immediately before entering that institution.

(4) Fleeing Domestic Violence or Domestic Violence Situations: an individual or family that:

- Is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other life-threatening conditions as defined in 24 CFR 578.3, which includes people fleeing or attempting to flee human trafficking, including sex trafficking; AND
- Has no other residence; AND
- Lacks the resources or support networks to obtain other permanent housing.

² The person with the qualifying disability can be any adult or child in the household.

New project: a new project is any project applying for current year CoC Program funds that did not receive CoC Program funds during the previous year, including projects that applied for but did not receive funding during the previous year.

Project Application Supplement: the Project Application Supplement - Continuum of Care Program Local Competition - Funding Year 2018 (Project Application Supplement) must be submitted with all project applications. It contains supplemental questions that applicants must answer to meet certain threshold criteria and receive points under certain scoring elements.

Renewal project: a renewal project is any project applying for current year CoC Program funds that did receive CoC Program funds during the previous year, that the LA BOSCOCC deemed eligible to submit a renewal project application, and that has decided to submit a renewal project application.

Requirements

The threshold criteria and scoring elements in this document are derived from the CoC Program NOFA and from LA BOSCOCC priorities. Threshold criteria and scoring elements will identify whether they originate with HUD or the LA BOSCOCC under the Details heading and will identify how they are assessed under the Source heading.

Threshold criteria and scoring elements that originate with HUD will be marked **(HUD)**; those that originate with the LA BOSCOCC will be designated **(LA BOSCOCC)**.

New Project Threshold Criteria

The New Project Scoring Tool has eight threshold criteria. Projects must meet all eight threshold criteria to be considered for funding.

The threshold criteria are as follows.

A. Eligible Applicant

Details

Non-profit organizations, local governments, and instrumentalities of local government are eligible to submit project applications to the CoC Program Local Competition. **(HUD)**

Applicants can only submit projects that operate in the LA BOSCOCC's geography. The LA BOSCOCC's geography is described in under Section B ("Eligibility") of the RFP. **(HUD)**

Source

Project Application (Section 1B)

Scoring

Score	Description
Yes	Project is proposed by an eligible applicant
No	Project is not proposed by an eligible applicant

B. Eligible Population

Details

Eligible populations for each project type are as follows. **(HUD)**

Project Type	Application Type	Eligible Populations
Permanent Supportive Housing (PSH)	New	<p>100% of project beds must be dedicated to EITHER people experiencing chronic homelessness OR households that at intake meet the DedicatedPLUS definition.</p> <p>Can only serve households in which at least one household member has a disability.</p> <p>Can only serve households that qualify as experiencing homelessness Category 1 or Category 4 of HUD's definition of homelessness.</p>
Rapid Re-housing (RRH)	New	<p>Can only serve households that:</p> <ul style="list-style-type: none"> • Qualify as experiencing homelessness under Category 1 or Category 4 of HUD's definition of homelessness; OR, • Are residing in a TH project that was eliminated; OR, • Are residing in a TH unit funded by a TH-RRH project; OR, • Are receiving services through a Veterans Affairs (VA)-funded homeless assistance program AND met one of the above criteria at initial intake to the VA's homeless assistance system.
Rapid Re-housing (RRH)	New - DV Funding Pool Project	Can only serve people who qualify as experiencing homelessness under Category 4 of HUD's definition of homelessness.
Joint Transitional Housing - Rapid Re-housing (TH-RRH)	New	<p>Can only serve households that:</p> <ul style="list-style-type: none"> • Qualify as experiencing homelessness under Category 1 or Category 4 of HUD's definition of homelessness; OR, • Are residing in a TH project that was eliminated; OR, • Are residing in a TH unit funded by a TH-RRH project; OR, • Are receiving services through a Veterans Affairs (VA)-funded homeless assistance program AND met one of the above criteria at initial intake to the VA's homeless assistance system.
Joint Transitional Housing - Rapid Re-housing (TH-RRH)	New - DV Funding Pool Project	Can only serve people who qualify as experiencing homelessness under Category 4 of HUD's definition of homelessness.

In addition, on their Project Application Supplement, projects must choose to serve ONE of the following household configurations: (**LA BOSCOC**)

- Only single-person households, including unaccompanied youth households;
- Only multi-person households;
- Both single-person and multi-person households.

Projects that serve only multi-person households, or that serve single-person and multi-person households, are required to serve participants regardless of their age, gender, or sexual orientation.³ (**HUD**)

³ "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs" (pub. 9/21/16) and "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" (pub. 2/3/12).

Source

Project Application (Question 3A-4, 3B-4); New Project Application Supplement

Scoring

Score	Description
Yes	Population served is eligible under the project type
No	Population served is not eligible under the project type

C. Eligible Activities

Details

Projects must exclusively engage in activities eligible under the following sections of 24 CFR Part 578, Subpart D: **(HUD) (LA BOSCOC)**⁴

- § 578.49 (Leasing)
- § 578.51 (Rental assistance)
- § 578.53 (Supportive services)
- § 578.55 (Operating costs)
- § 578.57 (Homeless Management Information System)
- § 578.59 (Project administrative costs)

The above eligible activities are available to project types as follows: **(HUD)**

Eligible Costs	PH-PSH	PH-RRH	Joint TH-RRH	TH	SSO	HMIS
Leasing	X		X	X		
Rental Assistance	X	X	X	X		
Supportive Services	X	X	X	X	X	
Operating Costs	X			X		
HMIS	X	X	X	X	X	X
Administration	X	X	X	X	X	X

Each project type has additional eligible cost restrictions. Refer to the CoC Program Interim Rule and CoC Program NOFA for details. **(HUD)**

Source

Project Application (Part 6)

Scoring

Score	Description
Yes	Project budget exclusively includes activities listed under Details AND exclusively includes activities eligible for the project type AND does not include eligible costs that cannot be combined (e.g. rental assistance and operating costs cannot both fund a given unit)

⁴ The LA BOSCOC has elected to exclude capital costs (Acquisition, Rehabilitation, New Construction, and Relocation Costs) from eligibility insofar as other funding sources are better suited for those activities. The LA BOSCOC has elected to exclude Indirect Costs from eligibility due to their complexity and the challenges inherent in administering them.

Score	Description
No	Project budget includes one or more activities not listed under Details, OR project budget includes activities that are not eligible for the project type, OR project budget includes eligible costs that cannot be combined

D. Match Requirement

Details

Projects must match all CoC Program funds with either cash or in-kind contributions at a rate not less than 25%.⁵ **(HUD)**

Exception: projects are not required to match funds requested under § 578.49 (Leasing).

Eligible sources of cash match are described in 24 CFR 578.73(b). Eligible sources of in-kind match and guidelines for assessing and documenting the value of in-kind match are described in 24 CFR 578.73(c).

Source

Project Application (Section 6I)

Scoring

Score	Description
Yes	Project provides at least 25% match for all funds except those requested under § 578.49 (Leasing).
No	Project does not provide at least 25% match for all funds except those requested under § 578.49 (Leasing).

E. Coordinated Entry

Details

Projects must commit to exclusively intaking participants through the LA BOSCO's Coordinated Entry System.⁶ **(HUD)**

The LA BOSCO's Coordinated Entry System Policies and Procedures can be found online at <https://laboscoc.org/policies-and-procedures>

Source

Project Application (Question 3B-3)

Scoring

Score	Description
Yes	Project commits to exclusively intaking participants through Coordinated Entry.
No	Project does not commit to exclusively intaking participants through Coordinated Entry.

F. HMIS or HMIS-Comparable Databases

Details

Projects must commit to recording and maintaining their participants' data in the LA BOSCO's Homeless Management Information System (HMIS) in a manner consistent with the requirements published by HUD, the LA BOSCO, and the Louisiana Services Network Data Consortium (LSNDC). **(HUD)**

⁵ Adapted from 24 CFR 578.73(a)

⁶ Notice CPD-17-01: "Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Entry System"

Exception: if the project is a victim services provider or a legal services provider, it may instead establish and operate a database comparable to HMIS that complies with HUD's and the LA BOSCO's HMIS requirements.⁷ **(HUD)**

Victim services providers are required to use EmpowerDB as their HMIS-comparable database. More information about EmpowerDB can be found online at <https://www.empowerdb.com/> **(LA BOSCO)**

LSNDC's HMIS requirements can be found online at <http://www.lsndc.org/>

Source

Project Application Supplement

Scoring

Score	Description
Yes	Project commits to using HMIS; or, if the project is a victim services provider, project commits to using EmpowerDB as its HMIS-comparable database; or, if the project is a legal services provider, project has elected to establish and operate a database comparable to HMIS that complies with HUD's and the LA BOSCO's HMIS requirements.
No	Project does not commit to using HMIS; or, if the project is a victim services provider, project does not commit to using EmpowerDB; or, if the project is a legal services provider, project does not commit to using HMIS and does not elect to establish and operate an HMIS-comparable database.

G. Housing First

Details

Projects are required to use the Housing First program model. **(HUD) (LA BOSCO)**⁸

Housing First is a program model that "prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions."⁹

To qualify as Housing First, the project must:

- **Quickly move participants into permanent housing;**
- **Ensure that participants are not screened out** based on having (1) too little or little income, (2) active or a history of substance abuse, (3) a criminal record with exceptions for state-mandated restrictions, and (4) a history of victimization, e.g. domestic violence, sexual assault, childhood abuse;
- **Ensure that participants are not terminated** from the project for (1) failing to participate in supportive services, not including case management that is for the purposes of engagement only, (2) failing to make progress on a service plan, (3) losing income or failing to increase income, and (4) any other activity not covered in a lease agreement typically found in the project's geographic area.

All narratives in the project application must reflect the above Housing First criteria for the project to be considered Housing First.

Source

Project Application (Questions 3B-5a, 3B-5b, 3B-5c, 3B-5d)

⁷ 24 CFR 578.57(a)(3)

⁸ HUD requires all new projects to use the Housing First program model. The LA BOSCO requires all renewal projects to use the Housing First program model.

⁹ CoC NOFA, Page 7

Scoring

Score	Description
Yes	Project meets the Housing First criteria listed under Details AND all narratives in the project application reflect the above Housing First criteria.
No	EITHER project does not meet the Housing First criteria listed under Details OR not all narratives in the project application reflect the above Housing First criteria.

H. Good Standing

Details

Projects' applicants are required to be in Good Standing with the LA BOSCOC. **(LA BOSCOC)**

For the purposes of the CoC Program Local Competition, the following Good Standing requirements apply:

- At least one staff person from the applicant must have attended at least three (3) of the most recent four (4) LA BOSCOC General Meetings;
- At least one staff person from the applicant must be an active member of at least one LA BOSCOC committee, sub-committee, or working group, OR sit on the LA BOSCOC Board of Directors.

This threshold criterion can be waived on a project by project basis at the discretion of the LA BOSCOC Board of Directors. Waivers can be requested by project applicants that were unable to meet Good Standing requirements due to (1) joining the LA BOSCOC within the last twelve months and therefore being unable to fulfill duration requirements or (2) another situation other than travel time/distance that would render the applicant's entire staff unable to meet Good Standing requirements.

The LA BOSCOC will only consider waiver requests received by 4 PM Central Standard Time (CST) on July 28, 2018. Waiver requests can be submitted by email Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov.

Source

LA BOSCOC Good Standing list, which can be found online at <https://laboscoc.org/good-standing>

Scoring

Score	Description
Yes	Project meets both Good Standing requirements OR project has a waiver approved by the Board of Directors
No	Project does not meet at least one Good Standing requirement

New Project Scoring Elements

New Project Scoring Category	Points Possible
Project Design	12
Project Narrative and Data	38
Organization and Administration	14
Total Points Available	74

PROJECT DESIGN

1. Project Type (4 points)

Details

The only project types competitively funded through the CoC Program Local Competition are PSH, RRH, and TH-RRH. **(HUD)**

The LA BOSCOC prioritizes PSH and RRH because they have well-established project design principles and a broader range of target populations for which the LA BOSCOC believes they are most appropriate. **(LA BOSCOC)**

Projects receive 4 points if their project type is PSH or RRH.

Projects receive 2 points if their project type is TH-RRH.

Source

Project Application (Section 3A-4)

Scoring

Score	Description
6	n/a
4	Project type is PSH or RRH
2	Project type is TH-RRH
0	n/a

2. Prioritized Target Population (2 points)

Details

Ma Maison, Louisiana's plan to end homelessness, and *Opening Doors*, the federal strategic plan to end homelessness, prioritize three target populations of people experiencing homelessness: **(LA BOSCOC)**

- People experiencing chronic homelessness (or who meet the DedicatedPLUS definition)
- Veterans
- Youth (aged 24 and under)

Projects receive 2 points if their target populations include at least one of the above prioritized populations.

Source

Project Application (Question 3B-4)

Scoring

Score	Description
6	n/a
4	n/a
2	Project's target populations include people experiencing chronic homelessness (or who meet the DedicatedPLUS definition), veterans, or youth.
0	Project's target populations do not include any of the prioritized populations.

3. Project Beds Dedicated to Chronic Homelessness/DedicatedPLUS (2 points)

Details

Projects receive 2 points if they meet EITHER of the following criteria: **(LA BOSCOC)¹⁰**

- 100% of project beds are dedicated to people experiencing chronic homelessness; OR
- Project meets the DedicatedPLUS definition.

Source

Project Application (Section 5B), section detailing DedicatedPLUS

Scoring

Score	Description
6	n/a
4	n/a
2	100% of project beds are dedicated to people experiencing chronic homelessness OR project meets the DedicatedPLUS definition.
0	Fewer than 100% of project beds are dedicated to people experiencing chronic homelessness AND project does not meet the DedicatedPLUS definition.

4. Rural Parishes (4 points)

Details

For the purposes of the CoC Program Local Competition, all parishes in the LA BOSCOC are considered rural except East Baton Rouge, Calcasieu, and Terrebonne.

Projects receive 4 points if their geography includes exclusively rural parishes. **(LA BOSCOC)¹¹**

Source

Project Application (Section 4B)

Scoring

Score	Description
6	n/a
4	Project's geography includes exclusively rural parishes.
2	n/a
0	Project's geography includes any of the following parishes: East Baton Rouge, Calcasieu, Terrebonne.

¹⁰ Some project types are required to meet the standards for this scoring element (see B. Eligible Population). The LA BOSCOC has elected to award points to all projects that meet these standards insofar as they are restricted to serving populations with especially significant barriers to success.

¹¹ The LA BOSCOC has elected to award points to projects that serve exclusively rural areas to ensure that all communities in the LA BOSCOC have equitable access to CoC Program funds.

PROJECT NARRATIVE AND DATA

To receive points for a given scoring element, project applications must respond completely to every part of the scoring element's corresponding question in the project application.

5. Community Need (6 points)

Details

Projects must describe the target population(s) they will serve, the community needs they will address, their plans to address the identified housing and supportive services needs, projected outcomes, coordinating with other funding sources or community partners, and the reason they need CoC Program funding.

Projects receive up to 2 points for identifying and describing specific, significant community needs. **(HUD)**

Projects receive up to 2 points for outlining a comprehensive strategy to address their community needs. **(HUD)**

Projects receive up to 1 point for identifying specific project outcomes that are tied to their community needs and strategies to address those needs. **(HUD)**

Projects receive up to 1 point for the extent to which their community needs assessment and strategy to address those needs are data-driven. **(LA BOSCOC)**

DV Funding Pool Projects: projects receive 0 points for this scoring element if they do not specifically quantify the need for the project, how large that need is compared to other homeless populations, and how they fill the identified gaps. **(HUD)**

Source

Project Application (Question 3B-1)

Scoring

Score	Description
6	Project identifies and describes specific, significant community needs; outlines a comprehensive strategy to address those community needs; and identifies specific project outcomes tied to both community needs and strategy. Community needs assessment and strategy are data-driven.
4	Project identifies community needs and has a strategy to address community needs. One or more of those areas may lack specificity. Community needs assessment and strategy may not be data-driven, or project outcomes may be missing.
2	Project either does not identify community needs or does not propose a strategy to address them. Project either does not identify project outcomes or is not data-driven.
0	Project does not provide minimally acceptable information for any part of the scoring element, OR project is a DV Funding Pool Project and did not specifically quantify the need for the project, how large that need is compared to other homeless populations, and how the project will fill the identified gaps.

6. Implementation Timeline (4 points)

Details

Projects must describe their implementation timeline: their estimated schedule for proposed activities and their plan to ensure the project reaches full capacity within its initial term.

Projects receive up to 2 points for having detailed, realistic schedules for their proposed activities. **(HUD)**

Projects receive up to 2 points for the speed at which they will reach full capacity. **(HUD)**

Source

Project Application (Question 3B-2)

Scoring

Score	Description
6	n/a
4	Project has a detailed, realistic schedule for its proposed activities and demonstrates that it will reach full capacity within 3 months of grant execution.
2	Project has a schedule for its proposed activities and demonstrates that it will reach full capacity within 5 months of grant execution.
0	Project does not provide minimally acceptable information for any part of the scoring element.

7. Permanent Housing and Self-Sufficiency (6 points)

Details

Projects are required to move project participants quickly into permanent housing and ensure project participants stabilize in permanent housing. Projects must describe the needs of their target population(s) and include plans to address those needs through case management and/or other supportive services. If a given project's participants will be housed in units not owned by the project applicant, that project must also indicate how it will identify appropriate units and ensure unit rents are reasonable, and that project is strongly encouraged to detail established arrangements and coordination with landlords, as landlord engagement is critical to projects that house participants in landlord-owned units.

Projects receive up to 3 points for having well-developed plans to move their participants quickly into permanent housing and stabilize them in permanent housing through access to supportive services, including skills training, either by providing those services directly or referring participants to outside organizations. Well-developed plans must specifically identify the needs of the project's target population and include an array of supportive services tailored to meet those needs. Points will be awarded based on the Section 4A-2 of the project application. **(HUD)**

Projects receive up to 1 point for EITHER detailing their landlord engagement strategy, including plans to identify housing units and meet rent reasonableness guidelines, OR providing housing exclusively through units owned by the project applicant or a sub-recipient. Points will be awarded based on Section 4A-2 and RA-4 of the project application. **(HUD)**

Projects receive up to 1 point for BOTH providing regular or as-needed transportation assistance to mainstream community resources AND providing access to SSI/SSDI technical assistance either through the project or a partner agency. Points will be awarded based on Section 4A-5a and 4A-6 of the project application. **(HUD)**

Projects receive up to 1 point for the extent to which their array of supportive services was determined using a data-driven process. **(LA BOSCOC)**

DV Funding Pool Projects: projects receive 0 points for this scoring element if they do not:

- Specifically describe past successes working with and current capacities to house participants in permanent housing;
- Specifically describe how they will identify and meet their participants' safety needs;
- Define safety in partnership with participants, including supports and skills that add to participants' household stability. **(HUD)**

Source

Project Application (Section 4A), Project Application Supplement (DV Funding Pool)

Scoring

Score	Description
6	Project has a well-developed plan to move their participants quickly into permanent housing and stabilize them in permanent housing through access to supportive services; that plan identifies specific needs and includes a service array tailored to meet those needs. Project EITHER includes a landlord engagement strategy, including plans to identify housing units and meet rent reasonableness guidelines, OR provides housing exclusively through units owned by the project applicant or a sub-recipient. Project indicates who will provide all services listed in that array. Project provides transportation assistance to mainstream resources and access to SSI/SSDI technical assistance. Project's service array was developed using a data-driven process.
4	Project has a plan to move their participants quickly into permanent housing and stabilize them in permanent housing through access to supportive services. Project is missing at least one key component of this element: landlord engagement, provider identification, transportation, SSI/SSDI technical assistance, or data-driven planning.
2	Project has a plan to move their participants quickly into permanent housing and stabilize them in permanent housing through access to supportive services. Project is missing several key components of this element: landlord engagement, provider identification, transportation, SSI/SSDI technical assistance, or data-driven planning.
0	Project does not provide minimally acceptable information for any part of the scoring element, OR project is a DV Funding Pool Project and does not specifically describe past successes working with and current capacities to house participants, specifically describe how it will identify and meet its participants' needs, and define safety in partnership with its participants.

8. Employment and Non-Employment Income (6 points)

Details

Projects are required to assist participants in increasing their employment and/or non-employment income and maximizing their capacity to live independently.

Projects receive up to 2 points for identifying specific needs in their target population related to increasing their employment and/or non-employment income and for identifying specific barriers to addressing those needs. **(HUD)**

Projects receive up to 1 points for having a well-developed plan to address those needs that includes how service delivery will lead directly to increased employment and/or non-employment income. **(HUD)**

Projects receive up to 1 point for describing how service delivery will contribute to participants maximizing their capacity to live independently. **(HUD)**

Projects receive up to 1 point for identifying availability and accessibility for services and how the project will deliver those services will be delivered, e.g. by the project, the project's organization, other homeless service providers, mainstream resource providers. **(HUD)**

Projects receive up to 1 point for the extent to which the project's plan to assist participants in increasing their employment and/or non-employment income was created using a data-driven process. **(LA BOSCOC)**

Source

Project Application (Question 4A-3)

Scoring

Score	Description
6	Project identifies specific needs in their target population related to increasing their employment and/or non-employment income. Project has a well-developed plan to address those needs that includes how service delivery will increase participants' income, how service delivery will maximize their capacity to live independently, who will be responsible for service delivery, and how services are available and accessed. Project's plan to assist participants in increasing their income was created using a data-driven process.
4	Project identifies needs related to increasing employment and/or non-employment income but does not tie them to its target population. Project is missing at least one one key component of this element: it does not acceptably describe how service delivery will increase participants' income, how service delivery will maximize their capacity to live independently, who will be responsible for service delivery, how services will be available and accessed, or did not use a data-driven process to create its plan to increase participants' income.
2	Project insufficiently identifies needs related to increasing employment and/or non-employment income but does not tie them to its target population. Project is missing several key component of this element: it does not acceptably describe how service delivery will increase participants' income, how service delivery will maximize their capacity to live independently, who will be responsible for service delivery, how services will be available and accessed, or did not use a data-driven process to create its plan to increase participants' income.
0	Project does not provide minimally acceptable information for any part of the scoring element.

9. Outreach for Participants (6 points)

Details

Projects are required to describe their outreach plans to identify and connect people with housing and services and ensure project resources are widely available to people experiencing homelessness. Projects are also required to fund at least 0.5 FTE outreach workers.

Projects receive up to 2 points for having well-developed outreach plans. Well-developed outreach plans (including both street-based and place-based) must include information about how people are identified and connected to housing services and how the project is integrated into the broader outreach network for their project's LA BOSCOC Region. **(HUD) (LA BOSCOC)¹²**

Projects receive up to 2 points for describing the specific coordination and referral process between the project and the LA BOSCOC's Coordinated Entry System. **(HUD)**

Projects receive up to 1 point for describing how they provide access to those people who are most difficult to reach and serve, including those living outside known "hot spots." **(LA BOSCOC)¹³**

Projects receive up to 1 point for the extent to which their outreach plans' development processes were data-driven. **(LA BOSCOC)**

¹² The LA BOSCOC has elected to award points to projects that integrate their outreach plans into their LA BOSCOC Region's broader outreach network to ensure thorough, comprehensive outreach coverage throughout each Region.

¹³ The LA BOSCOC has elected to award points to projects that expand their outreach beyond known "hot spots" -- i.e. locations where people experiencing homelessness are known to congregate and sleep -- to ensure outreach is provided comprehensively to all people experiencing homelessness across the LA BOSCOC.

Projects that do not fund at least 0.5 FTE outreach workers receive 0 points for this scoring element regardless of other points they would otherwise receive. **(LA BOSCOC)**¹⁴

Source

Project Application (Section 5C, 6F)

Scoring

Score	Description
6	Project has a well-developed outreach plan that includes information about how the project will identify and connect people with housing and services and how the project's plan is integrated into the LA BOSCOC Region's broader outreach network. Project describes the specific coordination and referral process between itself and Coordinated Entry. Project describes how it will provide access to those people who are most difficult to reach and serve, including those living outside known "hot spots." Project developed its outreach plan using a data-driven process. Project funds at least 0.5 FTE outreach workers.
4	Project has an outreach plan that may not include information about how it is integrated into the LA BOSCOC Region's broader outreach network. Project is missing a key component of this element: it does not sufficiently describe the coordination and referral process between itself and Coordinated Entry, it does not describe how it will provide access to those people who are most difficult to reach and serve, or its outreach plan was not developed using a data-driven process. Project funds at least 0.5 FTE outreach workers.
2	Project's outreach plan provides minimally acceptable information. Project is missing multiple key component of this element: it does not describe the coordination and referral process between itself and Coordinated Entry, it does not describe how it will provide access to those people who are most difficult to reach and serve, or its outreach plan was not developed using a data-driven process. Project funds at least 0.5 FTE outreach workers.
0	Project does not provide minimally acceptable information for any part of the scoring element, OR project does not fund at least 0.5 FTE outreach workers.

10. Project Budget (4 points)

Details

Projects are required to have a detailed, realistic budget that, at minimum, account for housing costs, staff salaries and benefits, administrative costs, and match.

Projects receive up to 3 points for having a detailed, realistic budget that accounts for housing costs, staff salaries and benefits, administrative costs, and match. **(HUD)**

Projects receive up to 1 point for consolidating CoC Program funds into as few budget eligible activities as practicable. **(LA BOSCOC)**¹⁵

Source

Project Application (Part 6)

Scoring

Score	Description
6	n/a

¹⁴ The LA BOSCOC has elected to require projects to fund at least 0.5 FTE outreach workers to ensure outreach is being performed throughout the LA BOSCOC.

¹⁵ The LA BOSCOC has elected to award points for consolidating CoC Program funds into as few eligible activities as possible to promote simplified budgets that are easier to score and manage.

Score	Description
4	Project has a detailed, realistic budget that accounts for housing costs, staff salaries and benefits, administrative costs, and match. Project has consolidated CoC Program funds into as few eligible activities as practicable.
2	Project has a budget that accounts for housing costs, staff salaries and benefits, administrative costs, and match.
0	Project does not provide minimally acceptable information for any part of the scoring element.

11. Cost Effectiveness (6 points)

Details

New projects are evaluated based on their projected cost effectiveness. **(HUD)**

Cost effectiveness is a function of how much the project costs or is projected to cost per "positive outcome." The LA BOSCOC defines a positive outcome as any participant who exits the project to permanent housing or who remains in the project in permanent housing.

New projects' cost effectiveness is evaluated using the following formula:

$$(\text{Total CoC Program Budget}) \div (\text{Total Participants})$$

The LA BOSCOC has derived its standard of cost effectiveness from information provided by the Technical Assistance Collaborative (TAC).

Projects receive 6 points if their projected cost per positive outcome is less than or equal to \$8,500. **(LA BOSCOC)**

Projects receive 4 points if their projected cost per positive outcome is between \$8,501 and \$9,000. **(LA BOSCOC)**

Projects receive 2 points if their projected cost per positive outcome is between \$9,001 and \$9,500. **(LA BOSCOC)**

Projects receive 0 points if their projected cost per positive outcome is equal to or greater than \$9,501. **(LA BOSCOC)**

Source

Project Application (Sections 5A, 6J)

Scoring

Score	Description
6	Project's projected cost per positive outcome is less than or equal to \$8,500.
4	Project's projected cost per positive outcome is between \$8,501 and \$9,000.
2	Project's projected cost per positive outcome is between \$9,001 and \$9,500.
0	Project's projected cost per positive outcome is greater than or equal to \$9,501.

ORGANIZATION AND ADMINISTRATION

12. Homeless Services Experience (4 points)

Details

Projects are required to describe their experience in effectively utilizing federal funds and performing the activities proposed in the application.

Projects receive up to 3 points for providing concrete examples that illustrate their organizations' experience in expertise in the following: (1) working with and addressing their target populations' identified housing and supportive service needs, (2) developing and implementing relevant program systems and services, (3) identifying and securing matching funds from a variety of sources, and (4) managing basic organization operations including financial accounting systems. **(HUD)**

Projects receive up to 1 point if key staff at the organization level (e.g. housing directors, executive directors) have experience managing projects that deliver RRH or PSH to people experiencing homelessness. **(LA BOSCOC)**

DV Funding Pool Projects: projects receive 0 points for this scoring element if they do not:

- Specifically address their previous performance in serving people who are survivors of domestic violence, dating violence, sexual assault, or stalking, which must also include experience in meeting safety outcomes;
- Define safety in partnership with participants, including supports and skills that add to participants' household stability. **(HUD)**

Source

Project Application (Questions 2B-1), Project Application Supplement (DV Funding Pool)

Scoring

Score	Description
6	n/a
4	Project provides concrete examples that illustrate its organization's experience in working with and addressing housing and supportive services needs, developing and implementing relevant program systems and services, identifying and securing match from a variety of sources, and managing basic organization operations. Project's key staff have experience delivering RRH or PSH to people experiencing homelessness.
2	Project provides an insufficient number of examples that illustrate its organization's experience in working with and addressing housing and supportive services needs, developing and implementing relevant program systems and services, identifying and securing match from a variety of sources, and managing basic organization operations. Project may not have key staff with experience delivering RRH or PSH to people experiencing homelessness.
0	Project does not provide minimally acceptable information for any part of the scoring element, and project does not have key staff with experience delivering RRH or PSH to people experiencing homelessness, OR project is a DV Funding Pool Project and does not specifically addressing previous performance in serving its target population, including experience in meeting defined safety outcomes, with safety defined in partnership with participants, including supports and skills that add to participants' household stability.

13. Fund Leveraging Experience (2 points)

Details

Projects are required to describe their organizations' experience leveraging Federal, State, local, and private sector funds. Projects whose organizations do not have experience leveraging other funds should include the phrase "no experience leveraging other Federal, State, Local, or private sector funds" in Section 2B-2 of their

project applications. **(HUD)**

Projects receive up to 2 points based on their organizations' experience leveraging Federal, State, local, and private sector funds.

Source

Project Application (Question 2B-2)

Scoring

Score	Description
6	n/a
4	n/a
2	Project's agency has at least moderate experience leveraging Federal, State, local, or private sector funds.
0	Project has minimal or no experience leveraging Federal, State, local, or private sector funds.

14. Project Organizational Structure and Financial Accountability (2 points)

Details

Projects are required to describe their internal/external coordination structures (including, if applicable, with their sub-recipients), and their financial accounting system. Projects should include the organization and management structure of their agencies and all project sub-recipients. Projects should describe the financial accounting system that will be used to administer the grant. **(HUD)**

Projects receive up to 1 point by providing an adequate description of their internal/external coordination structures, including, if applicable, with their project sub-recipients, and including the management structure of their agencies and all sub-recipients.

Projects receive up to 1 point by demonstrating they have an adequate financial accounting system to administer the grant.

Source

Project Application (Question 2B-3)

Scoring

Score	Description
6	n/a
4	n/a
2	Project provided an adequate description of its internal/external coordination structures, including, if applicable, with their project sub-recipients, and including the management structure of its agency and all sub-recipient agencies. Project demonstrated it has an adequate financial accounting system to administer the grant.
0	Project neither provided an adequate description of its internal/external coordination structures nor demonstrated it has an adequate financial accounting system to administer the grant.

15. Organizational Sustainability (4 points)

Details

Organizations that are financially stable, that invest financially in their staff, and that have low staff turnover are more likely to quickly and effectively implement a new project and to sustain it in subsequent years.

Projects receive up to 2 points if their organizations have no outstanding issues or concerns from their most recent financial audit. **(LA BOSCOCC)**

Projects receive up to 1 bonus point¹⁶ if all staff funded by the CoC Program under this project are paid an hourly wage equal to or greater than the living wage amount for their parish or metropolitan service area. **(LA BOSCOCC)**¹⁷

Projects receive up to 1 bonus point if all staff funded by the CoC Program under this project receive fringe benefits including employer paid health care or a monthly stipend to offset private health care costs and paid leave (sick or personal) that is, at minimum, proportional to their FTEs, assuming that an employee at 1.0 FTE would receive 120 hours of paid leave. **(LA BOSCOCC)**

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source

Project Application (Questions 2B-4a and 2B-4b, Part 6), Project Application Supplement

Scoring

Score	Description
6	n/a
4	Project's organization has no outstanding issues or concerns from their most recent financial audit. All CoC Program staff funded by this project are paid an hourly wage equal to or greater than the living wage. All CoC Program staff funded by this project receive fringe benefits including employer paid health care (or a stipend to offset private health care costs) and paid leave that is, at minimum, proportional to their FTEs.
2	EITHER project's organization has at least one outstanding issues or concern from their most recent financial audit OR not all CoC Program staff funded by this project are paid an hourly wage equal to or greater than the living wage and receive fringe benefits including health care and paid leave.
0	Project's organization has at least one outstanding issue or concern from their most recent financial audit AND not all CoC Program staff funded by this project are paid an hourly wage equal to or greater than the living wage and receive fringe benefits including health care and paid leave.

16. CoC Participation (2 points)

Details

Projects receive points for participating in LA BOSCOCC functions.

Projects receive 1 point if their organizations participated in the January 2018 Point in Time (PIT) Count. **(LA BOSCOCC)** Organizations receive credit for participation if they either:

- *For organizations with emergency shelter, transitional housing, or safe haven projects:* submitted data to the 'sheltered count';

¹⁶ Bonus points will be included in the project's total points earned but not in the project's total points possible.

¹⁷ Projects can determine their applicable living wage requirement by EITHER:

- Using the Massachusetts Institute of Technology's Living Wage Calculator: finding the appropriate parish or metropolitan service area and using the value listed in the "2 Adults, 2 Children" column: <http://livingwage.mit.edu/states/22/locations>; OR
- Using an alternative method for determining a living wage (e.g. a wage study).

- *For all other organizations:* sent at least one staff member to participate in their local 'unsheltered count.'

Projects receive 1 point if their organizations submitted data to the FY17 Housing Inventory Chart (HIC). (**LA BOSCOC**)

Source

LA BOSCOC PIT Count records, LA BOSCOC HIC records

Scoring

Score	Description
6	n/a
4	n/a
2	Project's organization participated in the January 2018 PIT Count by EITHER submitting data to the 'sheltered count' OR sending at least one staff member to participate in their local 'unsheltered count' AND project's organization submitted data to the FY17 Housing Inventory Chart (HIC).
0	Project's organization did not participate in the January 2018 PIT Count or the FY17 HIC.

17. Voluntary Reallocation Bonus (4 points)

Details

The LA BOSCOC is offering a Voluntary Reallocation Bonus to organizations that voluntarily reallocate projects that were funded through the FY17 CoC Program Competition.¹⁸

Projects receive 4 points if their organization voluntarily reallocated one or more projects that were funded through the FY17 CoC Program Competition. (**LA BOSCOC**)

Source

LA BOSCOC renewal project records

Scoring

Score	Description
6	n/a
4	Project's organization voluntarily reallocated one or more projects that were funded through the FY17 CoC Program Competition.
2	n/a
0	Project's organization did not voluntarily reallocate one or more projects that were funded through the FY17 CoC Program Competition. (This includes organizations that did not have projects funded through the FY17 CoC Program Competition.)

Renewal Project Threshold Criteria

The Renewal Project Scoring Tool has seven threshold criteria. Projects must meet all seven threshold criteria to be considered for funding.

The threshold criteria are as follows.

¹⁸ The LA BOSCOC has elected to award points to new projects whose organizations have voluntarily reallocated existing projects as an incentive for organizations to retire lower-performing projects and projects that no longer fit that organization's or the LA BOSCOC's priorities.

A. Eligible Applicant

Details

Non-profit organizations, local governments, and instrumentalities of local government are eligible to submit project applications to the CoC Program Local Competition. **(HUD)**

Applicants can only submit projects that operate in the LA BOSCO's geography. The LA BOSCO's geography is described in under Section B ("Eligibility") of the RFP. **(HUD)**

Source

Project Application (Section 1B)

Scoring

Score	Description
Yes	Project is proposed by an eligible applicant
No	Project is not proposed by an eligible applicant

B. Eligible Population

Details

Eligible populations for each project type are as follows. **(HUD)**

Project Type	Application Type	Eligible Populations
Permanent Supportive Housing (PSH)	Renewal	<p>Must continue to serve their current population unless the project changes the current population to meet the DedicatedPLUS definition.</p> <p>Can only serve households in which at least one household member has a disability.</p> <p>Can only serve households that:</p> <ul style="list-style-type: none"> • Qualify as experiencing homelessness under Category 1 or Category 4 of HUD's definition of homelessness; OR • Are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions AND are living in TH even if they did not live in a place not meant for human habitation, in an emergency shelter, or in a safe haven prior to entering TH; OR • Are exiting institutions (e.g. medical facilities, corrections facilities) where they resided for 90 days or less AND that were living in a place not meant for human habitation, in an emergency shelter, or in a safe haven prior to entering the institution.
Rapid Re-housing (RRH)	Renewal	<p>Can only serve households that:</p> <ul style="list-style-type: none"> • Qualify as experiencing homelessness under Category 1 or Category 4 of HUD's definition of homelessness; OR, • Are residing in a TH project that was eliminated; OR,

Project Type	Application Type	Eligible Populations
		<ul style="list-style-type: none"> • Are residing in a TH unit funded by a TH-RRH project; OR, • Are receiving services through a Veterans Affairs (VA)-funded homeless assistance program AND met one of the above criteria at initial intake to the VA's homeless assistance system.
Supportive Services Only (SSO)	Renewal - Supportive Services	<p>Must continue to serve their current population.</p> <p>Can only serve households that qualify as experiencing homelessness under Category 1 or Category 4 of HUD's definition of homelessness.</p>
Transitional Housing (TH)	Renewal	Must continue to serve their current population unless the project changes the current population to households that qualify as experiencing homelessness under Category 1 of HUD's definition of homelessness.

In addition, on their Project Application Supplement, projects must choose to serve ONE of the following household configurations: **(LA BOSCO)**

- Only single-person households, including unaccompanied youth households;
- Only multi-person households;
- Both single-person and multi-person households.

Projects that serve only multi-person households, or that serve single-person and multi-person households, are required to serve participants regardless of their age, gender, or sexual orientation.¹⁹ **(HUD)**

Source

Project Application (Question 3A-4, 3B-4); Renewal Project Application Supplement

Scoring

Score	Description
Yes	Population served is eligible under the project type
No	Population served is not eligible under the project type

C. Eligible Activities

Details

Projects must exclusively engage in activities eligible under the following sections of 24 CFR Part 578, Subpart D: **(HUD) (LA BOSCO)**²⁰

- § 578.49 (Leasing)
- § 578.51 (Rental assistance)
- § 578.53 (Supportive services)

¹⁹ "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs" (pub. 9/21/16) and "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" (pub. 2/3/12).

²⁰ The LA BOSCO has elected to exclude capital costs (Acquisition, Rehabilitation, New Construction, and Relocation Costs) from eligibility insofar as other funding sources are better suited for those activities. The LA BOSCO has elected to exclude Indirect Costs from eligibility due to their complexity and the challenges inherent in administering them.

- § 578.55 (Operating costs)
- § 578.57 (Homeless Management Information System)
- § 578.59 (Project administrative costs)

The above eligible activities are available to project types as follows: **(HUD)**

Eligible Costs	PH-PSH	PH-RRH	Joint TH-RRH	TH	SSO	HMIS
Leasing	X		X	X		
Rental Assistance	X	X	X	X		
Supportive Services	X	X	X	X	X	
Operating Costs	X			X		
HMIS	X	X	X	X	X	X
Administration	X	X	X	X	X	X

Each project type has additional eligible cost restrictions. Refer to the CoC Program Interim Rule and CoC Program NOFA for details. **(HUD)**

Source

Project Application (Part 6)

Scoring

Score	Description
Yes	Project budget exclusively includes activities listed under Details AND exclusively includes activities eligible for the project type AND does not include eligible costs that cannot be combined (e.g. rental assistance and operating costs cannot both fund a given unit)
No	Project budget includes one or more activities not listed under Details, OR project budget includes activities that are not eligible for the project type, OR project budget includes eligible costs that cannot be combined

D. Match Requirement

Details

Projects must match all CoC Program funds with either cash or in-kind contributions at a rate not less than 25%.²¹ **(HUD)**

Exception: projects are not required to match funds requested under § 578.49 (Leasing).

Eligible sources of cash match are described in 24 CFR 578.73(b). Eligible sources of in-kind match and guidelines for assessing and documenting the value of in-kind match are described in 24 CFR 578.73(c).

Source

Project Application (6I)

Scoring

Score	Description
-------	-------------

²¹ 24 CFR 578.73(a)

Yes	Project provides at least 25% match for all funds except those requested under § 578.49 (Leasing).
No	Project does not provide at least 25% match for all funds except those requested under § 578.49 (Leasing).

E. Coordinated Entry

Details

Projects must commit to exclusively intaking participants through the LA BOSCO's Coordinated Entry System.²² **(HUD)**

The LA BOSCO's Coordinated Entry System Policies and Procedures can be found online at <https://laboscoc.org/policies-and-procedures>

Source

Project Application (3B-3)

Scoring

Score	Description
Yes	Project commits to exclusively intaking participants through Coordinated Entry.
No	Project does not commit to exclusively intaking participants through Coordinated Entry.

F. HMIS or HMIS-Comparable Databases

Details

Projects must commit to recording and maintaining their participants' data in the LA BOSCO's Homeless Management Information System (HMIS) in a manner consistent with the requirements published by HUD, the LA BOSCO, and the Louisiana Services Network Data Consortium (LSNDC). **(HUD)**

Exception: if the project is a victim services provider or a legal services provider, it may instead establish and operate a database comparable to HMIS that complies with HUD's and the LA BOSCO's HMIS requirements.²³ **(HUD)**

As of January 1, 2019, victim services providers will be required to use EmpowerDB as their HMIS-comparable database. More information about EmpowerDB can be found online at <https://www.empowerdb.com/> **(LA BOSCO)**

LSNDC's HMIS requirements can be found online at <http://www.lsndc.org/>

Source

Project Application Supplement

Scoring

Score	Description
Yes	Project commits to using HMIS; or, if the project is a victim services provider, project commits to using EmpowerDB as its HMIS-comparable database; or, if the project is a legal services provider, project has elected to establish and operate a database comparable to HMIS that complies with HUD's and the LA BOSCO's HMIS requirements.

²² Notice CPD-17-01: "Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Entry System"

²³ 24 CFR 578.57(a)(3)

No	Project does not commit to using HMIS; or, if the project is a victim services provider, project does not commit to using EmpowerDB; or, if the project is a legal services provider, project does not commit to using HMIS and does not elect to establish and operate an HMIS-comparable database.
----	--

G. Good Standing

Details

Projects' applicants are required to be in Good Standing with the LA BOSCOC. **(LA BOSCOC)**

For the purposes of the CoC Program Local Competition, the following Good Standing requirements apply:

- At least one staff person from the applicant must have attended at least three (3) of the most recent four (4) LA BOSCOC General Meetings;
- At least one staff person from the applicant must be an active member of at least one LA BOSCOC committee, sub-committee, or working group, OR sit on the LA BOSCOC Board of Directors.

This threshold criterion can be waived on a project by project basis at the discretion of the LA BOSCOC Board of Directors. Waivers can be requested by project applicants that were unable to meet Good Standing requirements due to (1) joining the LA BOSCOC within the last twelve months and therefore being unable to fulfill duration requirements or (2) another situation other than travel time/distance that would render the applicant's entire staff unable to meet Good Standing requirements.

The LA BOSCOC will only consider waiver requests received by 4 PM Central Standard Time (CST) on **date**. Waiver requests can be submitted by email or postal mail to:

Gordon Levine, Continuum of Care Manager
1690 North Boulevard, 2nd Floor
Baton Rouge, LA 70802
glevine@lhc.la.gov

Source

LA BOSCOC Good Standing list, which can be found online at <https://laboscoc.org/good-standing>

Scoring

Score	Description
Yes	Project meets both Good Standing requirements OR project has a waiver approved by the Board of Directors
No	Project does not meet at least one Good Standing requirement

Renewal Project Scoring Elements

Renewal Project Scoring Category	Points Possible
Project Design	12
Project Narrative and Data	38
Organization and Administration	14
Total Points Available	74

PROJECT DESIGN

1. Project Type (4 points)

Details

The only project types competitively funded through the CoC Program Local Competition for renewal are PSH, RRH, SSO, TH, and TH-RRH. **(HUD)**

The LA BOSCOC prioritizes PSH and RRH because they have well-established project design principles and a broader range of target populations for which the LA BOSCOC believes they are most appropriate. **(LA BOSCOC)**

The LA BOSCOC prioritizes TH-RRH over TH and SSO because TH-RRH includes a rapid re-housing element. **(LA BOSCOC)**

Projects receive 4 points if their project type is PSH or RRH.

Projects receive 2 points if their project type is TH-RRH.

Projects receive 0 points if their project type is SSO or TH.

Source

Project Application (Question 3A-4)

Scoring

Score	Description
6	n/a
4	Project type is PSH or RRH
2	Project type is TH-RRH
0	Project type is SSO or TH

2. Prioritized Target Population (2 points)

Details

Ma Maison, Louisiana's ten year plan to end homelessness, and *Opening Doors*, the federal strategic plan to end homelessness, prioritize three target populations of people experiencing homelessness: **(LA BOSCOC)**

- People experiencing chronic homelessness (or who meet the DedicatedPLUS definition)
- Veterans
- Youth (aged 24 and under)

Projects receive 2 points if their target populations include at least one of the above prioritized populations.

Source

Project Application (Question 3B-4)

Scoring

Score	Description
6	n/a
4	n/a
2	Project's target populations include people experiencing chronic homelessness (or who meet the DedicatedPLUS definition), veterans, or youth.
0	Project's target populations do not include any of the prioritized populations.

3. Housing First (6 points)

Details

Projects are strongly encouraged to use the Housing First program model. **(HUD) (LA BOSCOC)**²⁴

Housing First is a program model that "prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions."²⁵

To qualify as Housing First, the project must:

- **Quickly move participants into permanent housing;**
- **Ensure that participants are not screened out** based on having (1) too little or little income, (2) active or a history of substance abuse, (3) a criminal record with exceptions for state-mandated restrictions, and (4) a history of victimization, e.g. domestic violence, sexual assault, childhood abuse;
- **Ensure that participants are not terminated** from the project for (1) failing to participate in supportive services, not including case management that is for the purposes of engagement only, (2) failing to make progress on a service plan, (3) losing income or failing to increase income, and (4) any other activity not covered in a lease agreement typically found in the project's geographic area.

All narratives in the project application must reflect the above Housing First criteria for the project to be considered Housing First.

Source

Project Application (Questions 3B-5a, 3B-5b, 3B-5c, 3B-5d)

Scoring

Score	Description
Yes	Project meets the Housing First criteria listed under Details AND all narratives in the project application reflect the above Housing First criteria.
No	EITHER project does not meet the Housing First criteria listed under Details OR not all narratives in the project application reflect the above Housing First criteria.

²⁴ HUD requires all new projects to use the Housing First program model. The LA BOSCOC strongly encourages all renewal projects to use the Housing First program model and plans to include Housing First as a threshold criteria for Funding Year 2019.

²⁵ CoC NOFA, Page 7

4. Project Beds Dedicated to Chronic Homelessness/DedicatedPLUS (2 points)

Details

Projects receive 2 points if they meet EITHER of the following criteria: **(LA BOSCOC)²⁶**

- 100% of project beds are dedicated to people experiencing chronic homelessness; OR
- Project meets the DedicatedPLUS definition.

Source

Project Application (Section 5B), section detailing DedicatedPLUS

Scoring

Score	Description
6	n/a
4	n/a
2	100% of project beds are dedicated to people experiencing chronic homelessness OR project meets the DedicatedPLUS definition.
0	Fewer than 100% of project beds are dedicated to people experiencing chronic homelessness AND project does not meet the DedicatedPLUS definition.

5. Rural Parishes (4 points)

Details

For the purposes of the CoC Program Local Competition, all parishes in the LA BOSCOC are considered rural except East Baton Rouge, Calcasieu, and Terrebonne.

Projects receive 4 points if their geography includes exclusively rural parishes. **(LA BOSCOC)²⁷**

Source

Project Application (Section 4B)

Scoring

Score	Description
6	n/a
4	Project's geography includes exclusively rural parishes.
2	n/a
0	Project's geography includes any of the following parishes: East Baton Rouge, Calcasieu, Terrebonne.

PROJECT OUTCOMES

Unless otherwise noted, all scoring elements under Project Outcome are based on the project's Annual Performance Report (APR). Projects whose Funding Year 2016 grant period ended on or before December 31, 2017 use their Funding Year 2016 APR; projects whose Funding Year 2016 grant period ended after December 31, 2017 use their Funding Year 2015 APR.

²⁶ Some project types are required to meet the standards for this scoring element (see B. Eligible Population). The LA BOSCOC has elected to award points to all projects that meet these standards insofar as they are restricted to serving populations with especially significant barriers to success.

²⁷ The LA BOSCOC has elected to award points to projects that serve exclusively rural areas to ensure that all communities in the LA BOSCOC have equitable access to CoC Program funds.

6. % of Participants Exiting to or Maintaining Permanent Housing (6 points)

Details

For projects that do not serve victims of domestic violence, they are assessed using a scale that begins at 90% exits to/maintaining permanent housing.

For projects that serve victims of domestic violence, they are assessed using a scale that begins at 80% exits to/maintaining permanent housing.²⁸ (LA BOSCOCC)

Source

APR

Scoring

Score	Description
6	EITHER 90% or more of participants exited to or maintained permanent housing OR, if the project serves victims of domestic violence, 80% or more of participants exited to or maintained permanent housing.
4	EITHER 70-89% of participants exited to or maintained permanent housing OR, if the project serves victims of domestic violence, 60-79% of participants exited to or maintained permanent housing.
2	EITHER 50-69% of participants exited to or maintained permanent housing OR, if the project serves victims of domestic violence, 40-59% of participants exited to or maintained permanent housing.
0	EITHER 49% or fewer of participants exited to or maintained permanent housing OR, if the project serves victims of domestic violence, 39% or fewer of participants exited to or maintained permanent housing.

7. % of Participants Exiting to Shelter/Streets/Unknown (6 points)

Source

APR

Scoring

Score	Description
6	5% or fewer of participants exited to shelter/streets/unknown.
4	6-10% of participants exited to shelter/streets/unknown.
2	11-14% of participants exited to shelter/streets/unknown.
0	15% or more of participants exited to shelter/streets/unknown.

8. % of Participants Who Increased Employment Income at Exit (6 points)

Source

APR

Scoring

Score	Description
6	25% or more of participants had increased employment income at exit.
4	17-24% of participants had increased employment income at exit.
2	9-16% of participants had increased employment income at exit.

²⁸ The LA BOSCOCC has elected to use separate standards for projects that serve victims of domestic violence in consultation with the Technical Assistance Collaborative (TAC) and on the basis of standards suggested by national domestic violence advocates.

Score	Description
0	8% or fewer of participants had increased employment income at exit.

9. % of Participants Who Increased Non-Employment Income at Exit (6 points)

Source
APR

Scoring

Score	Description
6	25% or more of participants had increased non-employment income at exit.
4	17-24% of participants had increased non-employment income at exit.
2	9-16% of participants had increased non-employment income at exit.
0	8% or fewer of participants had increased non-employment income at exit.

10. % of Participants Who Increased Non-Cash Benefits at Exit (6 points)

Source
APR

Scoring

Score	Description
6	25% or more of participants had increased non-cash benefits income at exit.
4	17-24% of participants had increased non-cash benefits income at exit.
2	9-16% of participants had increased non-cash benefits income at exit.
0	8% or fewer of participants had increased non-cash benefits income at exit.

11. % of Projected Households Served (6 points)

Source
APR, Most Recently Completed Funding Year's CoC Program Project Application

Scoring

Score	Description
6	Project served 90% or more of their projected households.
4	Project served 85-89% or more of their projected households.
2	Project served 80-84% or more of their projected households.
0	Project served 80% or fewer of their projected households.

12. Utilization Rate (6 points)

Details

Projects are scored on their utilization rate as reported on the HIC. (LA BOSCOC)²⁹

Utilization rate is calculated as follows:

$$(\# \text{ of Participants Housed on HIC Date}) \div (\# \text{ of Beds Proposed in Project Application})$$

²⁹ During FY18, the LA BOSCOC has elected to score projects based on how close their utilization rate is to 100%. During FY19, the LA BOSCOC intends to score projects on how close their utilization rate is to 100% without going significantly over; projects will receive progressively fewer points for utilization rates above 120% insofar as those projects are likely to have underreported their capacity.

Source

Funding Year 2017 HIC, Most Recently Completed Funding Year's CoC Program Project Application

Scoring

Score	Description
6	Project's utilization rate was 90% or higher.
4	Project's utilization rate was between 90% and 94%.
2	Project's utilization rate was between 85% and 89%.
0	Project's utilization rate was 84% or lower.

13. Cost Effectiveness (6 points)

Details

Renewal projects are evaluated based on their cost effectiveness. **(HUD)**

Cost effectiveness is a function of how much the project costs or is projected to cost per "positive outcome." The LA BOSCO defines a positive outcome as any participant who exits the project to permanent housing or who remains in the project in permanent housing.

Renewal projects' cost effectiveness is evaluated using the following formula:

$$((\text{Total CoC Program Budget}) - (\text{CoC Program Supportive Services Funding})) \div (\text{Total Positive Outcomes})^{30}$$

The LA BOSCO has derived its standard of cost effectiveness (e.g. cost per positive outcome) from its highest performing existing PSH and RRH projects.^{31 32}

Projects receive 6 points if their cost per positive outcome is less than or equal to \$2,950. **(LA BOSCO)**

Projects receive 4 points if their cost per positive outcome is between \$2,951 and \$3,150. **(LA BOSCO)**

Projects receive 2 points if their cost per positive outcome is between \$3,151 and \$3,350. **(LA BOSCO)**

Projects receive 0 points if their cost per positive outcome is higher than or equal to \$3,351. **(LA BOSCO)**

Source

APR, Most Recently Completed Funding Year's CoC Program Project Application

³⁰ This formula attempts to answer this question: "Assuming this project serves a number of households equal to its proposed unit count, and assuming all of those households either exit to permanent housing or remain in the project in permanent housing, how much did the project cost per participant, excluding supportive services?" Supportive services were excluded insofar as projects are expected to provide an appropriate array of services regardless of whether those services are paid for with CoC Program funds, paid for with match, or provided by an outside organization.

³¹ Cost effectiveness was derived from two CoC Program-funded PSH projects (Myriam's House and Rural Supportive Housing) and, due to a lack of CoC Program-funded RRH projects, from one Community Development Block Grant (CDBG)-funded RRH project, Start Corp Baton Rouge Disaster RRH. Myriam's House and Rural Supportive Housing were the two highest-scoring PSH projects in the LA BOSCO during the Funding Year 2017 CoC Program Competition; Start Corp Baton Rouge Disaster RRH is a high performing project that served more than 1000 participants. Cost effectiveness standards may be derived differently in subsequent years.

³² The LA BOSCO elected to derive cost effectiveness from existing high performing projects rather than by comparing all new/renewal projects because the latter method would incentivize projects to cut costs in ways that would not lead to organizational stability, growth, and improvement.

Scoring

Score	Description
6	Project's cost per positive outcome is less than or equal to \$2,950
4	Project's cost per positive outcome is between \$2,951 and \$3,150.
2	Project's cost per positive outcome is between \$3,151 and \$3,350.
0	Project's cost per positive outcome is higher than or equal to \$3,351.

14. HMIS Data Quality % (6 points)

Details

Renewal projects that use HMIS are scored on their HMIS Data Quality percentage. For FY18, HMIS Data Quality is calculated as follows:

$$(\text{\# of Annual Assessments Completed On Time in HMIS}) \div (\text{Total \# of Annual Assessments Required})$$

Renewal projects that use an HMIS-comparable database are scored on their HMIS-comparable database's equivalent to the above formula. Renewal projects that use an HMIS-comparable database that cannot produce an equivalent receive 0 points for this scoring element.

Source

APR

Scoring

Score	Description
6	Project's HMIS Data Quality percentage (or equivalent percentage for providers using an HMIS-comparable database) is 95% or higher.
4	Project's HMIS Data Quality percentage (or equivalent percentage for providers using an HMIS-comparable database) is between 90% and 94%.
2	Project's HMIS Data Quality percentage (or equivalent percentage for providers using an HMIS-comparable database) is between 85% and 89%.
0	Project's HMIS Data Quality percentage (or equivalent percentage for providers using an HMIS-comparable database) is 84% or lower, OR project uses an HMIS-comparable database and cannot produce an equivalent to HMIS Data Quality percentage.

PROJECT TYPE-SPECIFIC SCORING

15. Average # of Days Between Participant Project Entry and Securing Housing (RRH ONLY) (6 points)

Details

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source

APR

Scoring

Score	Description
6	The average number of days between when participants enter this project (i.e. the date they are entered into the project in HMIS) and when they secure housing (i.e. their lease date) is 30 or fewer.

Score	Description
4	The average number of days between when participants enter this project (i.e. the date they are entered into the project in HMIS) and when they secure housing (i.e. their lease date) is between 31 and 45.
2	The average number of days between when participants enter this project (i.e. the date they are entered into the project in HMIS) and when they secure housing (i.e. their lease date) is between 46 and 60.
0	The average number of days between when participants enter this project (i.e. the date they are entered into the project in HMIS) and when they secure housing (i.e. their lease date) is 61 or greater.

16. Average # of Days Between Participant Project Entry and Project Exit (RRH AND TH-RRH ONLY) (6 points)

Details

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source
APR

Scoring

Score	Description
6	The average number of days between when participants enter this project/the RRH component of this project (i.e. the date they are entered into the project in HMIS) and when they exit this project (i.e. the date they are exited out of this project in HMIS) is 120 or fewer.
4	The average number of days between when participants enter this project/the RRH component of this project (i.e. the date they are entered into the project in HMIS) and when they exit this project (i.e. the date they are exited out of this project in HMIS) is between 121 and 210.
2	The average number of days between when participants enter this project/the RRH component of this project (i.e. the date they are entered into the project in HMIS) and when they exit this project (i.e. the date they are exited out of this project in HMIS) is between 211 and 300.
0	The average number of days between when participants enter this project/the RRH component of this project (i.e. the date they are entered into the project in HMIS) and when they exit this project (i.e. the date they are exited out of this project in HMIS) is 301 or greater.

17. % of Participants Whose Safety Improved (DV PROJECTS ONLY) (6 points)

Details

Projects that serve victims of domestic violence, dating violence, sexual assault, or stalking must assess and report on the percentage of their participants whose safety improved. Projects must define safety in partnership with their participants and include supports and skill-development that adds to household stability. **(HUD)**

Source
Project Application Supplement

Scoring

Score	Description
6	90% or more of participants reported that their safety improved.
4	85-89% of participants reported that their safety improved.
2	80-84% of participants reported that their safety improved.

Score	Description
0	79% or fewer of participants reported that their safety improved.

PROJECT TYPE-SPECIFIC SCORING

18. Recaptured Funds (6 points)

Details

Projects are scored based on how much of their most recent complete grant period's funds went unspent and was returned to (i.e. recaptured by) HUD. **(LA BOSCOC)**

Source

APR

Scoring

Score	Description
6	5% or less of the project's funds from its most recent complete grant period were recaptured by HUD.
4	6-10% of the project's funds from its most recent complete grant period were recaptured by HUD.
2	11-15% of the project's funds from its most recent complete grant period were recaptured by HUD.
0	16% or more of the project's funds from its most recent complete grant period were recaptured by HUD.

19. Annual Performance Report Timeliness (4 points)

Details

Projects required to submit their Annual Performance Reports (APRs) to HUD within 90 days of their grant periods' end dates. **(HUD)**

Projects are required to submit their APRs to the LA BOSCOC for review within 60 days of their grant periods' end dates. **(LA BOSCOC)**

Projects receive 4 points if they submitted their APR to the LA BOSCOC within 60 days of their grant period's end date AND to HUD within 90 days of their grant period's end date.

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source

APR submission date in Sage, LA BOSCOC APR receipt records

Scoring

Score	Description
6	n/a
4	Project submitted its APR to the LA BOSCOC within 60 days of their grant period's end date and to HUD within 90 days of their grant period's end date.
2	n/a
0	Project EITHER did not submit their APR to the LA BOSCOC within 60 days of their grant period's end date OR did not submit their APR to HUD within 90 days of their grant period's end date.

20. LA BOSCO Monthly Data Report (2 points)

Details

Projects required to submit data to the LA BOSCO Monthly Data Report. Data is due on the 15th day of the following month. **(LA BOSCO)**

Projects receive 2 points if they submitted data to the LA BOSCO Monthly Data Report for each month of the previous year during which they were active, AND if they submitted that data by the 15th day of the following month for at least 75% of the included months.

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source

APR submission date in Sage, LA BOSCO APR receipt records

Scoring

Score	Description
6	n/a
4	n/a
2	Project submitted data to the LA BOSCO Monthly Data Report for each month of the previous year during which they were active AND submitted that data by the 15th day of the following month for at least 75% of the included months.
0	Project EITHER did not submit data to the LA BOSCO Monthly Data Report for each month of the previous year during which they were active OR did not submit that data by the 15th day of the following month for at least 75% of the included months.

21. LOCCS Timeliness (6 points)

Details

Projects required to draw funds at least quarterly from LOCCS. **(HUD)**

Projects receive 6 points if they drew funds at least quarterly from LOCCS.

THIS ELEMENT WILL NOT BE SCORED IN FY18; IT IS PROJECTED TO BE SCORED IN FY19.

Source

LOCCS print-off

Scoring

Score	Description
6	Project drew funds at least quarterly from LOCCS.
4	n/a
2	n/a
0	Project did not draw funds at least quarterly from LOCCS.

22. CoC Participation (6 points)

Details

Projects are required to participate in the PIT Count and HIC.

Projects receive 6 point if their organizations BOTH participated in the January 2018 PIT Count AND submitted data to the Funding Year 2017 HIC. **(LA BOSCO)**

Organizations receive credit for PIT Count participation if they either:

- *For organizations with emergency shelter, transitional housing, or safe haven projects:* submitted data to the 'sheltered count';
- *For all other organizations:* sent at least one staff member to participate in their local 'unsheltered count.'

Source

LA BOSCOC PIT Count records, LA BOSCOC HIC records

Scoring

Score	Description
6	Project's organization BOTH participated in the January 2018 PIT Count AND submitted data to the Funding Year 2017 HIC.
4	n/a
2	n/a
0	Project's organization EITHER did not participate in the January 2018 PIT Count OR did not submit data to the Funding Year 2017 HIC.

23. Fiscal and Programmatic Stability (6 points)

Details

Projects receive points if they have no outstanding fiscal or programmatic findings.

Projects receive 4 points if they have no outstanding Findings from their most recent LA BOSCOC monitoring. **(LA BOSCOC)**

Projects receive 2 points if their organizations have no outstanding issues or concerns from their most recent financial audit. **(LA BOSCOC)**

Source

LA BOSCOC monitoring records, Project Application (Questions 2B-4a and 2B-4b)

Scoring

Score	Description
6	Project has no outstanding Findings from its most recent LA BOSCOC monitoring AND project's organization has no outstanding issues or concerns from its most recent financial audit.
4	Project has no outstanding Findings from its most recent LA BOSCOC monitoring but project's organization has one or more outstanding issue or concern from its most recent financial audit.
2	Project has one or more outstanding Findings from its most recent LA BOSCOC monitoring but project's organization has no outstanding issues or concerns from its most recent financial audit.
0	Project has one or more outstanding Findings from its most recent LA BOSCOC monitoring and project's organization has one or more outstanding issues or concerns from its most recent financial audit.



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/>

LA-509 CoC Application

**1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria
Cover Sheet**

1. *Indicate how the CoC made public the objective ranking and selection process the CoC used for all projects (new and renewal)[.]*

The CoC made public the objective ranking and selection process for the CoC through its website, its 300+ member email list, and its Collaborative Applicant's social media.

Evidence of those postings can be found on the following pages of this PDF:

- **CoC Website:** pages 2-4;
- **CoC Email List:** pages 5-7;
- **Collaborative Applicant social media:** pages 8-12.

3. *Attach documentation at 4B. Attachment Screen demonstrating the objective ranking and selection process[.]*

Documentation demonstrating the objective ranking and selection process used by the CoC is included in the CoC's enclosed Project Ranking, Rating, and Selection document.

Specific documentation can be found on the following pages of this PDF:

- **Objective Ranking and Selection:** pages 15-19.

Funding

- Intro
- CoC Program Funding
- Other Funding Sources
- FY17 CoC Program Competition
- FY18 CoC Program Competition

Funding Year 2018 Continuum of Care (CoC) Program Local Competition

HUD released the Funding Year 2018 (FY17) Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) in June 2018.

The LA BOSCOC's CoC Program Local Competition -- the process by which it selects which projects to submit to HUD for funding -- opened July 12, 2018 and will close August 16, 2018.

The LA BOSCOC will submit its Consolidated Application to the CoC Program NOFA in September 2018.

FOR ALL PROJECTS

[Request for Proposals](#) - information about how to apply for new/renewal projects

[Timeline and Deadlines](#) -

FOR NEW PROJECTS

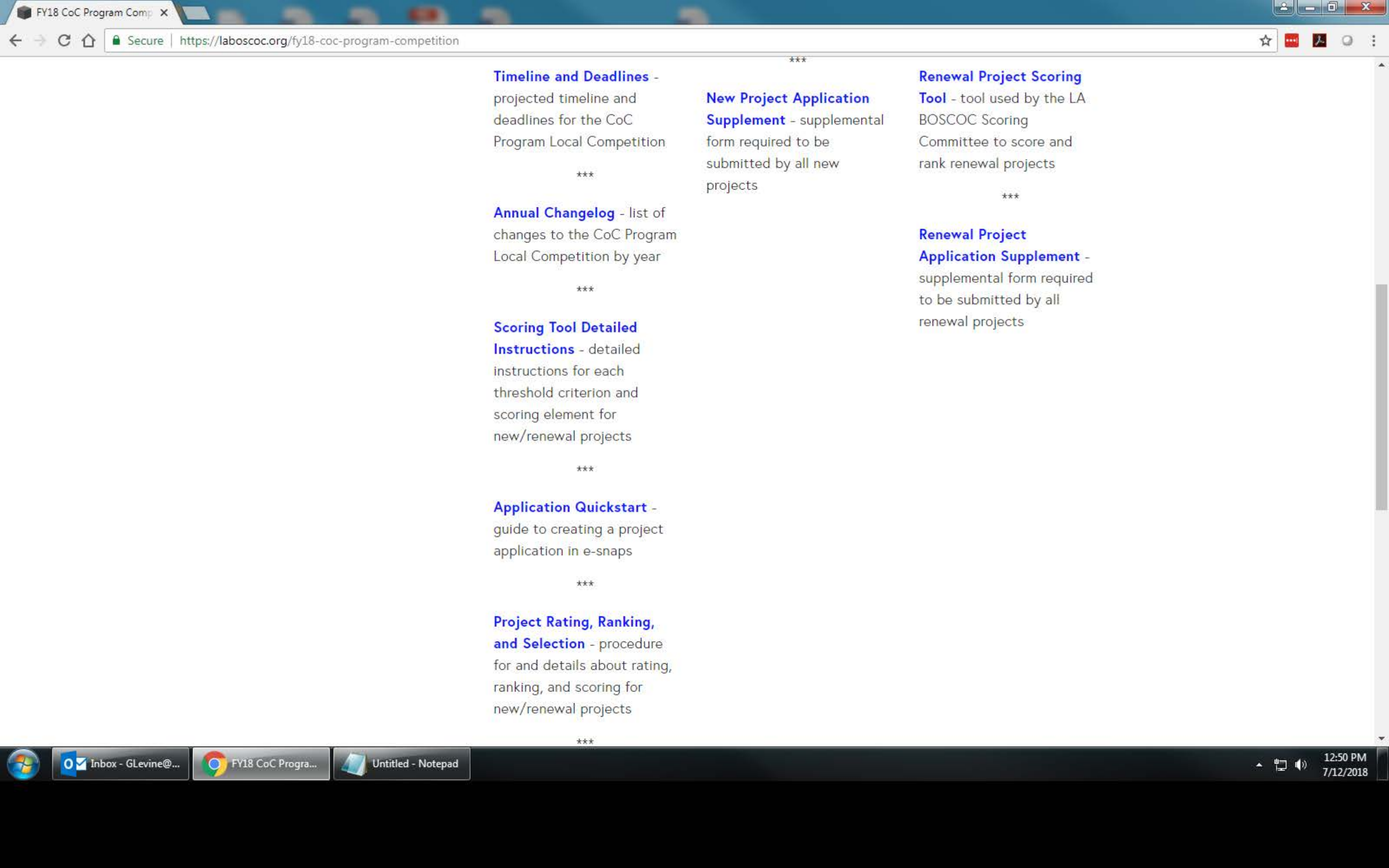
[New Project Scoring Tool](#) - tool used by the LA BOSCOC Scoring Committee to score and rank new projects

[New Project Application](#)

FOR RENEWAL PROJECTS

[Existing Projects Eligible for Renewal](#) - list of all existing projects eligible to apply for renewal funding

[Renewal Project Scoring](#)



Timeline and Deadlines - projected timeline and deadlines for the CoC Program Local Competition

Annual Changelog - list of changes to the CoC Program Local Competition by year

Scoring Tool Detailed Instructions - detailed instructions for each threshold criterion and scoring element for new/renewal projects

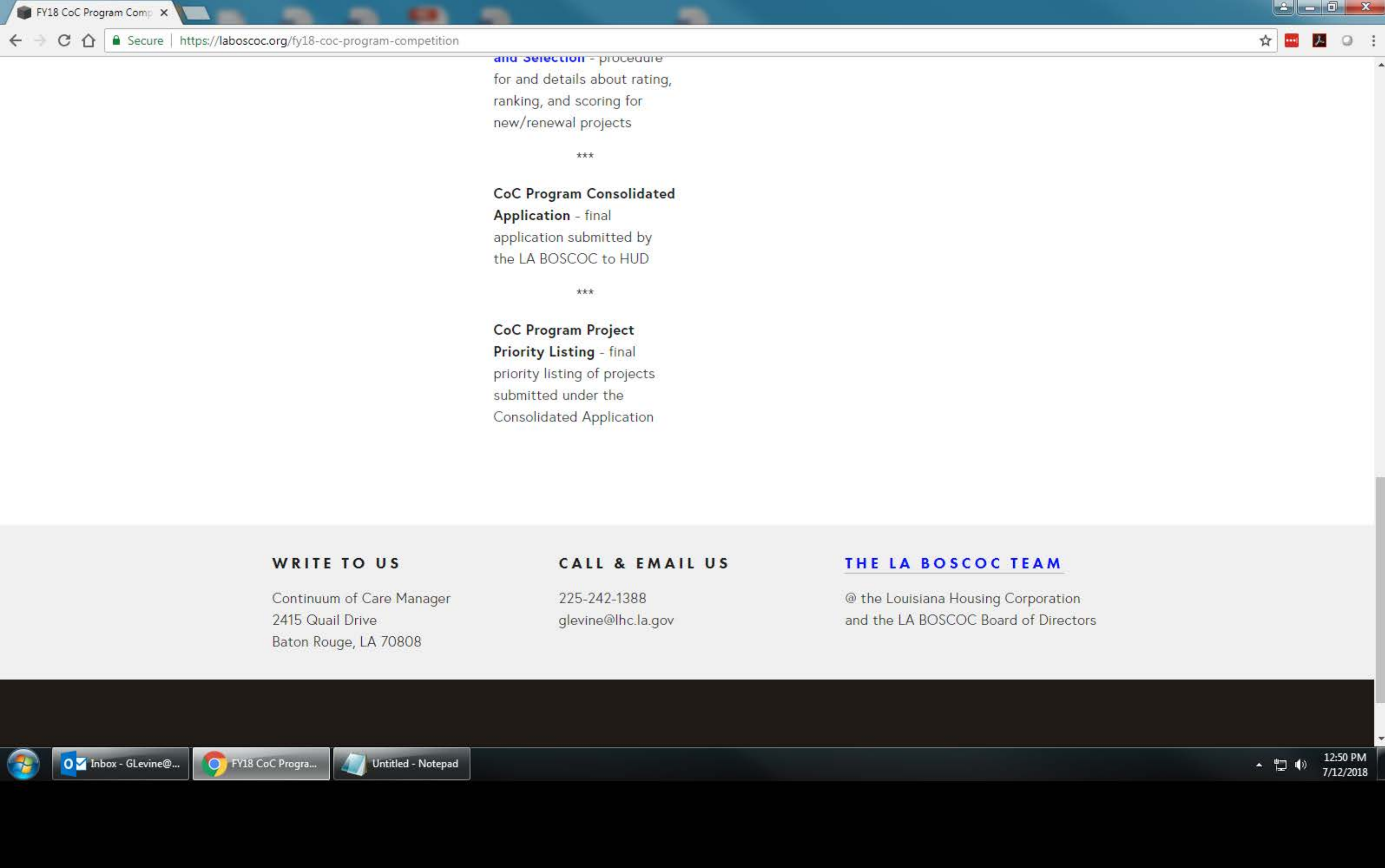
Application Quickstart - guide to creating a project application in e-snaps

Project Rating, Ranking, and Selection - procedure for and details about rating, ranking, and scoring for new/renewal projects

New Project Application Supplement - supplemental form required to be submitted by all new projects

Renewal Project Scoring Tool - tool used by the LA BOSCO Scoring Committee to score and rank renewal projects

Renewal Project Application Supplement - supplemental form required to be submitted by all renewal projects



and Selection - procedure
for and details about rating,
ranking, and scoring for
new/renewal projects

**CoC Program Consolidated
Application** - final
application submitted by
the LA BOSCO to HUD

**CoC Program Project
Priority Listing** - final
priority listing of projects
submitted under the
Consolidated Application

WRITE TO US

Continuum of Care Manager
2415 Quail Drive
Baton Rouge, LA 70808

CALL & EMAIL US

225-242-1388
glevine@lhc.la.gov

THE LA BOSCO TEAM

@ the Louisiana Housing Corporation
and the LA BOSCO Board of Directors

From:
Bcc:

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[Melany Mondello](#); "[CW Coley](#)"; "[acesar@ccdibr.org](#)"; "[Addie Duval](#)"; "[admin@vitalrsi.com](#)"; "[adrago@arcbatonrouge.org](#)"; [Aimee LeBlanc \(LHC\)](#); "[aleblanc@lhc.la.gov](#)"; "[Alex Hamilton](#)"; "[allobiz@yahoo.com](#)"; "[AlvinBrumfield@gmail.com](#)"; "[Alycee Naquin](#)"; "[Amanda Hartley](#)"; "[Amanda Ihli](#)"; "[Amber Disotell](#)"; [Amy York](#); "[Andreanecia Morris](#)"; "[Aneeda McIntyre](#)"; "[Angela Brown](#)"; [Angela Davis](#); "[Angela Jouett](#)"; "[angelabenoit@yahoo.com](#)"; "[angiecarinhands@yahoo.com](#)"; "[Anika Fair](#)"; "[Anisha.Nelson@LA.GOV](#)"; "[Anne Karoly](#)"; "[annh4real@aol.com](#)"; "[Antiqua Hunter](#)"; "[Antoine Foret](#)"; "[Antoinette Prudhomme](#)"; "[Aunjene Coner](#)"; "[b.jack@hotmail.com](#)"; "[Barbara Cahee](#)"; "[Barry Chauvin](#)"; "[bethlehembaptistbr@yahoo.com](#)"; "[Betty Mims@LA.GOV](#)"; "[bettyscrib@cox.net](#)"; "[billyrfoster@gmail.com](#)"; "[bjamador@att.net](#)"; "[Blake Trahan](#)"; "[blonshel@yahoo.com](#)"; "[bmartin4purple@yahoo.com](#)"; "[bnillc01@gmail.com](#)"; "[Bobbie O'Bryan](#)"; "[borckmary5@aol.com](#)"; "[Brandy Deroche](#)"; "[brendarenee@gmail.com](#)"; "[brettonne2@bellsouth.net](#)"; "[brittanyhmal@gmail.com](#)"; "[Brooke Guidry](#)"; "[brunor@optionsfoundation.com](#)"; "[bscott@voagbr.org](#)"; "[ca_hardesty@yahoo.com](#)"; "[captdavewood@gmail.com](#)"; "[Carissa McCormic \(carissamccormic@gmail.com\)](#)"; "[Carolyn Touns](#)"; "[casey@startcorp.org](#)"; "[Catherine D. 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Subject: [LA BOSCO] Continuum of Care (CoC) Program Request for Proposals (RFP) - FY18
Date: Thursday, July 12, 2018 12:42:00 PM
Attachments: [image002.png](#)
Importance: High

Good afternoon,

The LA BOSCO has released its Continuum of Care (CoC) Program Request for Proposals (RFP) for Funding Year 2018 (FY18). The CoC Program funds projects that provide housing and supportive services to people experiencing homelessness. You can find the RFP and all associated documents online at: <https://laboscoc.org/fy18-coc-program-competition>

The LA BOSCO is pleased to offer funding for new and renewal projects under this RFP, including a dedicated pool of funding for new projects that serve victims of domestic violence, and strongly encourages new project submissions from both first-time and existing recipients.

The project application period opens at noon CST on July 12, 2018. All project applications are due by 4 PM CST on August 16, 2018.

The RFP includes the following documents:

- **Request for Proposals** – information about how to submit new/renewal project applications
- **Timeline and Deadlines** – projected timeline and deadlines for the CoC Program Local Competition
- **Annual Changelog** – list of changes to the LA BOSCO's Local Competition by year
- **Existing Projects Eligible for Renewal** – list of all existing projects eligible to apply for renewal funding
- **Scoring Tool Detailed Instructions** – detailed information about each threshold criteria and scoring element for all new and renewal projects
- **Project Rating, Ranking, and Selection** – procedure for and details about how new and renewal projects are rated, ranked, and selected for submission to HUD
- **Project Application Supplements** – short application supplements that must be submitted

to the LA BOSCOC along with new/renewal project applications

You will also find the following documents on the RFP page:

- **Application Quickstart** – a quick guide for getting started with project applications in e-snaps, HUD’s online project application platform
- **New/Renewal Project Scoring Tools** – the scoring tools used by the LA BOSCOC Scoring Committee to assess all new and renewal projects

The LA BOSCOC will be hosting several webinars and conference calls with information and Q&A sessions about this RFP. Please consult the Timeline and Deadlines document for details.

If you have any questions, please contact me. Thank you for your time and attention. We look forward to seeing many strong project applications this year!

Gordon Levine, Continuum of Care Manager

Louisiana Balance of State Continuum of Care | Louisiana Housing Corporation

glevine@lhc.la.gov | 225-242-1388

<http://www.laboscoc.org>

1690 North Boulevard, 2nd Floor | Baton Rouge, LA 70802

Preferred pronouns: he, him, his





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Housing Update: CoC RFP FY18



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Housing Update: LA BOSCOC Releases Request for Proposals for Continuum of Care Program

SENT on Thu, Jul 12, 2018 at 2:41 pm CDT

Lists 2015 QAP Respondents as of 3.12.15, 2018 LIHTC Registered List, Funding Announcements, Private Multifamily Developers, RFP and Public Notice List 121416, Syndicators List, Tax Credit Developers - 02252014, Tax Credit Developers - 07182013

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Housing Update

LA BOSCOB Releases Continuum of Care (CoC) Program Request for Proposals (RFP) for Funding Year 2018 (FY18)

The LA BOSCOB is pleased to offer funding for new and renewal projects under this RFP, including a dedicated pool of funding for new projects that serve victims of domestic violence, and strongly encourages new project submissions from both first-time and existing recipients. The CoC Program funds projects that provide housing and supportive services to people experiencing homelessness.

The project application period opens at **noon** CST on **July 12, 2018**. All project applications are due by **4 PM** CST on **August 16, 2018**.

You can find the RFP and all associated documents online at:
<https://laboscoc.org/fy18-coc-program-competition>

PROGRAM DETAILS

The Request for Proposals includes the following documents:

Request for Proposals – information about how to submit new/renewal project applications

Timeline and Deadlines – projected timeline and deadlines for the CoC Program Local Competition

Annual Changelog – list of changes to the LA BOSCOB's Local Competition by year

Existing Projects Eligible for Renewal – list of all existing projects eligible to apply for renewal funding

Scoring Tool Detailed Instructions – detailed information about

each threshold criteria and scoring element for all new and renewal projects

Project Rating, Ranking, and Selection – procedure for and details about how new and renewal projects are rated, ranked, and selected for submission to HUD

Project Application Supplements – short application supplements that must be submitted to the LA BOSCOG along with new/renewal project applications

Application Quickstart – a quick guide for getting started with project applications in e-snaps, HUD’s online project application platform

New/Renewal Project Scoring Tools – the scoring tools used by the LA BOSCOG Scoring Committee to assess all new and renewal projects

The LA BOSCOG will be hosting several webinars and conference calls with information and Q&A sessions about this RFP. Please consult the Timeline and Deadlines document for details.

If you have any questions, please contact **Gordon Levine** via email at glevine@lhc.la.gov or by phone at 225-242-1388

Louisiana Housing Corporation
2415 Quail Drive, Baton Rouge, LA 70808



PROJECT RANKING, RATING, AND SELECTION



Louisiana Balance of State Continuum of Care (LA BOSCO) Continuum of Care (CoC) Program Local Competition

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Project Scoring Tools

Overview

Standard scoring tools and procedures will be used to rate, rank, and select all projects submitted for inclusion in the Louisiana Balance of State Continuum of Care (LA BOSCOC)'s Consolidated Application to the Funding Year 2018 (FY18) Continuum of Care (CoC) Program Competition for funding through the United States Department of Housing and Urban Development (HUD).

The LA BOSCOC will use standard scoring tools and procedures to review, rate, and rank all projects.

The LA BOSCOC will publish two scoring tools: one for new projects (the New Project Scoring Tool) and one for existing projects (the Renewal Project Scoring Tool). The LA BOSCOC will also publish detailed instructions for each scoring element on each tool (the Scoring Tools Detailed Instructions).

All documents related to scoring can be found online at <https://laboscoc.org/funding/>

Procedure

The Continuum of Care Manager will:

1. Develop the New Project Scoring Tool, Renewal Project Scoring Tool, and Scoring Tool Detailed Instructions.
2. Solicit input from representatives of the LA BOSCOC Regions, from LA BOSCOC committees, subcommittees, and working groups, and from other outside stakeholders to determine appropriate criteria for the scoring tools based on the priorities established by the LA BOSCOC and by HUD.
3. Develop protocols and instructions to be provided to the LA BOSCOC's Scoring Committee.
4. Submit the above documents to the LA BOSCOC Board of Directors for approval.

The LA BOSCOC Board of Directors will:

1. Review and approve the New Project Scoring Tool, Renewal Project Scoring Tool, Scoring Tool Detailed Instructions, and protocols and instructions for the LA BOSCOC Scoring Committee as developed by the Continuum of Care Manager.

Request for Proposals

Overview

When CoC Program funding is available, the LA BOSCOC will notify stakeholders and potential applicants for new and renewal project funding as outlined below.

The LA BOSCOC's FY18 Request for Proposals (RFP) can be found online at <https://laboscoc.org/funding/>

Notification

The LA BOSCOC will notify stakeholders and potential applicants for new and renewal project funding within the timeframe prescribed by HUD by:

- Announcing and posting the RFP on the LA BOSCO website;
- Announcing and posting the RFP to the LA BOSCO listserv;
- 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 BOSCO's Local Competition process, and other HUD requirements; workshops will be announced via the means listed above;
- Existing CoC members may also agree to meet with potential applicants to provide technical assistance regarding funding, the project development process, match requirements, and CoC processes and participation.

Applicants will be required to submit their project applications by a specific time and date as specified by the RFP. Applicants that fail to submit their project application by that time and date will be automatically disqualified.

Preliminary Review

The Continuum of Care Manager 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 matching fund requirements;
- Meets all threshold criteria.

New Projects

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

The LA BOSCO will encourage 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 and/or that may be less likely to be aware that funding is available.

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

1. New project applications and their Project Application Supplements are due to the LA BOSCO by the date and time described in the RFP.
 - a. New projects must indicate, on the Project Application Supplement required by the RFP, which Funding Pool they are applying to. Funding Pools will vary from year to year based on HUD's CoC Program Notice of Funding Availability (NOFA) and local opportunities.

Renewal Projects

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

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

1. The LA BOSCO 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. The LA BOSCO C 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(s) 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 BOSCO C will, at its discretion, request additional information from projects that intend to apply for renewal funding, and use that information to inform its development of the final list of projects eligible to apply for renewal funding.
4. The LA BOSCO C will release the final list of projects that are eligible to apply for renewal funding
5. Renewal project applications and their Project Application Supplements are due to the LA BOSCO C by the time and date described in the RFP.

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

Scoring Committee

Overview

Project applications will be reviewed, scored, and ranked by the LA BOSCO C Scoring Committee.

The Scoring Committee will consist of agencies and/or individuals with no vested interest in CoC Program funding decisions. It will consist of between three and nine members who must be willing and able to commit the time and effort to fulfill the committee's mandate. Members of the Scoring 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. The LA BOSCO C will provide information and materials to all committee members to familiarize them with the purposes and responsibilities of the Scoring Committee. The LA BOSCO C will provide project applications, scoring tools, and all other relevant materials to committee members in advance of any formal scoring meetings.

Members of the Scoring Committee will be selected by the Board of Directors in consultation with the Continuum of Care Manager.

Scoring and Ranking Process

New Projects

New projects will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. New projects will be ranked based on the score produced by the New Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCO C and HUD priorities and to maximize potential funding for the LA BOSCO C as a whole.

Projects applying to the Domestic Violence New Project Funding Pool have additional scoring elements and criteria incorporated into the New Project Scoring Tool; for details, refer to the New Project Scoring Tool and the Scoring Tool Detailed Instructions.

New Project Scoring Criteria

New projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the New Project Scoring Tool and Scoring Tool Detailed Instructions. 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 will be scored based on their project application and any supplement materials required by the RFP based on the Board-approved New Project Scoring Tool. Renewal projects will be ranked based on the score produced by the Renewal Project Scoring Tool and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole. Adjustments may be made in response to any outcomes of the LA BOSCO's monitoring process.

Renewal Project Scoring Criteria

Renewal projects will be scored using the following criteria. These criteria are subject to change pending review and approval by the Board of Directors. These criteria are more fully explicated in the Renewal Project Scoring Tool and Scoring Tool Detailed Instructions. 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).

Project Ranking

Project applications will be ranked based on scoring results and adjusted as appropriate by the Scoring Committee to address LA BOSCO and HUD priorities and to maximize potential funding for the LA BOSCO as a whole.

The project ranking process is as follows:

1. The Scoring Committee will review, score, and rank all new and renewal projects.
2. The Scoring Committee will propose its ranking order of all new and renewal projects to the Board of Directors for review.

3. The Board will ensure the ranking order of all new and renewal projects complies with LA BOSCO C and HUD priorities and maximizes LA BOSCO C funding as a whole.
4. The Board will vote to approve the ranking order of all new and renewal projects.
5. The Continuum of Care Manager will, on behalf of the Board, release the final ranking order of all new and renewal projects on the LA BOSCO C website, through the LA BOSCO C listserv, and to the administrative contact list of all existing CoC Program projects.

Insofar as HUD requires it, the LA BOSCO C will rank each of its projects during the CoC Program Competition.

HUD has established annual funding tiers denoted Tier 1 and Tier 2.

Tier 1 project 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 any bonus finding. HUD prioritizes Tier 2 projects for funding below Tier 1 projects and typically establishes a scoring metric to score Tier 2 projects against other Tier 2 projects nationally. Typically, a project 'straddles' the Tier 1/Tier 2 line, and each portion of that project's funding in the different Tiers are considered based on the rules of that Tier.

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

Ranking Order	Project Types	Ranking Method
1	Renewal: Permanent Supportive Housing (PSH), Rapid Re-housing (RRH) -- <i>excludes renewal projects that have not yet completed their first full contract period and submitted their first Annual Performance Report</i>	Ranked in descending order by score
2	Renewal: Joint Transitional Housing-Rapid Re-housing (TH-RRH)	Placed after renewal PSH and RRH and ranked in descending order by score
3	Renewal: Transitional Housing (TH), Supportive Services Only (SSO)	Placed after renewal TH-RRH and ranked in descending order by score
4	Renewal: Renewal Projects That Have Not Yet Completed Their First Full Contract Period and Submitted Their First Annual Performance Report	Placed after renewal TH and SSO in descending order by project funding amount
5	Renewal: Coordinated Entry (SSO-CES)	Placed after all renewal projects that have not yet completed their first full contract period in descending order by project funding amount
6	Renewal: Homeless Management Information System (HMIS)	Placed after all renewal SSO-CES projects in descending order by project funding amount
7	New General Funding Pool: PSH, RRH, TH, TH-RRH	Placed after all renewal HMIS projects and ranked in descending order by score

Ranking Order	Project Types	Ranking Method
8	Louisiana Permanent Supportive Housing (LAPSH) Project	Placed after all New General Funding Pool projects
9	New DV Funding Pool: RRH, TH-RRH	Placed after the LAPSH Project in descending order by score
10	New DV Funding: SSO-CES	Placed after all RRH and TH-RRH projects funded by the DV Funding Pool in descending order by project funding amount

Funding Decision Appeals

Funding decisions can be appealed as prescribed and within the timeframe prescribed in the RFP.



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/>

**Louisiana Balance of State Continuum of Care
CoC Program - Funding Year 2018
New Project Scoring Tool**

Applicant:

Project:

Proj. Type:

Threshold Criteria		
#	Criteria	Answer
A	Eligible Applicant	
B	Eligible Population	
C	Eligible Activities	
D	Match Requirement	
E	Coordinated Entry	
F	HMIS or HMIS-Comparable Databases	
G	Housing First	
H	Good Standing	

Project Design (16 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
1	Project Type	n/a	PSH, RRH	TH-RRH	n/a	
2	Prioritized Target Population	n/a	n/a	Yes	No	
3	Project Beds Dedicated to Chronic Homelessness/Dedicated PLUS	n/a	n/a	100%	<100%	
4	Rural Parishes	n/a	Yes	n/a	No	

Project Narrative and Data (38 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
5	Community Need	Full Credit	Partial Credit	Partial Credit	No Credit	
6	Implementation Timeline	n/a	Full Credit	Partial Credit	No Credit	
7	Permanent Housing and Self-Sufficiency	Full Credit	Partial Credit	Partial Credit	No Credit	
8	Employment and Non-Employment Income	Full Credit	Partial Credit	Partial Credit	No Credit	
					No Credit, OR does not fund at least 0.5 FTE	
9	Outreach for Participants	Full Credit	Full Credit	Partial Credit	outreach worker	
10	Project Budget	n/a	Full credit	Partial credit	No credit	
11	Cost Effectiveness	<=\$8,500	\$8,501 - \$9,000	\$9,001 - \$9,500	>=\$9,501	

Organization and Administration (12 Points)						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
12	Homeless Services Experience	n/a	Full credit	Partial credit	No credit	
13	Fund Leveraging Experience	n/a	n/a	Full credit	No credit	
14	Project Organizational Structure and Financial Accountability	n/a	n/a	Full credit	No credit	
15	Organizational Stability	n/a	Full credit plus bonus points	Full credit or bonus points	No credit or bonus points	n/a
16	CoC Participation	n/a	n/a	Participated in PIT Count and HIC	Did not participate in PIT Count or HIC	
17	Voluntary Reallocation Bonus	n/a	Reallocated 1+ existing projects	n/a	Did not reallocate/no existing projects	

Scoring	Scoring Category	Points Possible	Points Awarded
	Threshold Criteria	n/a	Pass
	Project Design (16 Points)	12	0
	Project Narrative and Data (38 Points)	38	0
	Organization and Administration (12 Points)	14	0
	Total Score (% of Points out of Total Points Possible)	----->	0%

**Louisiana Balance of State Continuum of Care
CoC Program - Funding Year 2018
Renewal Project Scoring Tool**

Applicant:

Project:

Proj. Type:

Threshold Criteria		
#	Criteria	Answer
A	Eligible Applicant	
B	Eligible Population	
C	Eligible Activities	
D	Match Requirement	
E	Coordinated Entry	
F	HMIS or HMIS-Comparable Database	
G	Good Standing	

Project Design						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
1	Project Type	n/a	PSH, RRH	TH-RRH	TH, SSO	
2	Prioritized Target Population	n/a	n/a	Yes	No	
3	Housing First	Yes	n/a	n/a	No	
4	Project Beds Dedicated to Chronic Homeless/Dedicated PLUS	n/a	n/a	100%	<100%	
5	Rural Parishes	n/a	Yes	n/a	No	

Project Outcomes						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
6	% of Participants Exiting To or Maintaining Permanent Housing	90%+, OR 80%+ for DV projects	70-89%, OR 60-79% for DV projects	50-69%, OR 40-59% for DV projects	<50%, OR <40% for DV projects	
7	% of Participants Exiting To Shelter/Streets/Unknown	<5%	6-10%	11-15%	>15%	
8	% of Participants Who Increased Employment Income at Exit	25%+	17-24%	9-16%	<9%	
9	% of Participants Who Increased Non-Employment Income at Exit	25%+	17-24%	9-16%	<9%	
10	% of Participants Who Increased Non-Cash Benefits at Exit	25%+	17-24%	9-16%	<9%	
11	% of Projected Households Served	90%+	85-89%	80-84%	<80%	
12	Utilization Rate	95%+	90-94%	85-89%	<85%	
13	Cost Effectiveness	<=\$2,950	\$2,951-\$3,150	\$3,151-\$3,350	>=\$3,351	
14	HMIS Data Quality %	95%+	90-94%	85-89%	<85%	

Project Type-Specific Scoring						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
15	Average # of Days Between Participant Project Entry and Securing Housing (RRH ONLY)	30 or fewer	31-45	46-60	61+	
16	Average # of Days Between Participant Project Entry and Exit (RRH and TH-RRH ONLY)	120 or fewer	121-210	211-300	301+	
17	% of Participants Whose Safety Improved (DV PROJECTS ONLY)	90%+	85-89%	80-84%	<80%	

CoC Participation and Compliance						
#	Scoring Element	6 Points	4 Points	2 Points	0 Points	Points Awarded
18	Recaptured Funds	5% or less	6-10%	11-15%	16%+	
19	Annual Performance Report Timeliness <i>(not scored in FY18)</i>	n/a	APRs submitted on time to LA BOSCO and HUD	n/a	APRs submitted late to either LA BOSCO or HUD	n/a
20	LA BOSCO Monthly Data Report <i>(not scored in FY18)</i>	n/a	n/a	Data submitted monthly; data on time at least 75%	Data either not submitted or submitted on time less than 75%	n/a

21	LOCCS Timeliness <i>(not scored in FY18)</i>	Funds drawn at least quarterly from LOCCS	n/a	n/a	Funds drawn less than quarterly from LOCCS	n/a
22	CoC Participation	Participated in Jan 18 PIT Count and FY17 HIC	n/a	n/a	Did not participate in either Jan 18 PIT Count or HIC	
23	Fiscal and Programmatic Stability	No LA BOSCOC Findings, audit issues or concerns	No LA BOSCOC Findings, 1+ audit issues or concerns	1+ LA BOSCOC Findings, no audit issues or concerns	1+ LA BOSCOC Findings, 1+ audit issues or concerns	

Scoring	Scoring Category	Points Possible	Points Awarded
	Threshold Criteria	n/a	Pass
	Project Design	18	0
	Project Outcomes	54	0
	Project Type-Specific Scoring		0
	CoC Participation and Compliance	18	0
	Total Score (% of Points out of Total Points Possible)	----->	0%

LA-509 CoC Application
1E-4. CoC's Reallocation Process
Cover Sheet

Attached, please find the CoC's Reallocation Process as required on screen "4B. Attachments."

REALLOCATION PROCESS



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

Table of Contents

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C.	Involuntary Reallocation.....	2
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A. Overview

The Louisiana Balance of State Continuum of Care (LA BOSCO) has a vested interest in project reallocation as a mechanism for accomplishing the following goals:

- (1) Ensuring funding is transferred from projects with performance challenges or other systemic problems to projects and organizations that will be higher performing;
- (2) Ensuring that both the LA BOSCO and its funded organizations can choose not to continue funding projects that no longer fit with their mission, their target populations, or the needs being experienced by those target populations.

As such, the LA BOSCO has created this Reallocation Process to govern reallocation during the annual Continuum of Care (CoC) Program Competition.

B. Voluntary Reallocation

The process for voluntary reallocation is as follows:

- (1) Prior to the U.S. Department of Housing and Urban Development (HUD) releasing the Funding Year 2018 (FY18) CoC Program Notice of Funding Availability (NOFA), the LA BOSCO will contact all projects funded under the previous year's CoC Program Competition and inquire whether they intend to voluntarily reallocate.
- (2) After HUD releases the CoC Program NOFA, the LA BOSCO will contact all projects on its the Existing Projects Eligible for Renewal list and request final confirmation regarding whether they intend to voluntarily reallocate.
- (3) Organizations that voluntarily reallocate at least one project during the FY18 CoC Program NOFA will receive points under the Voluntary Reallocation scoring element for up to one new project they submit during the FY18 CoC Program NOFA.

C. Involuntary Reallocation

The process for involuntary reallocation is as follows:

- (1) Throughout the year prior to HUD releasing the FY18 CoC Program NOFA, the LA BOSCOB will identify projects that are potential candidates for involuntary reallocation. It will do so through its annual monitoring process and through ongoing engagement of all CoC Program-funded projects.
- (2) After HUD releases the CoC Program NOFA, the Continuum of Care Manager will finalize a list of candidates for involuntary reallocation. Candidates shall be selected on the basis of monitoring results, system performance measures, and any other factors the Continuum of Care Manager or LA BOSCOB Board deem relevant.
- (3) The Continuum of Care Manager will submit the list of candidates for involuntary reallocation to the Board.
- (4) The Board will vote to reallocate or not to reallocate each of the candidates on the list.
- (5) The LA BOSCOB will notify in writing any projects that the Board voted to reallocate. This notification will inform the projects that they can appeal the decision per the appeal process listed in this document.

D. Appeals

Reallocation decisions may be appealed. Appeals are due no later than the date indicated on a given project's reallocation notification; all projects shall be given at least 5 business days to appeal reallocation decisions.

Appeals may be submitted to the LA BOSCOB electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov.

Projects that cannot submit their appeals electronically may request a waiver to allow them to submit an appeal in writing. Projects can request waivers by contacting Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov or 225-242-1388.

Appeals are subject to a vote of the Board. The Board's decision on a given appeal is final and cannot itself be appealed.

LA-509 CoC Application

**1E-5. Notifications Outside of e-snaps – Projects Accepted
Cover Sheet**

5. *Indicate whether the CoC notified applicants that their applications were accepted and ranked on the Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2018 CoC Program Competition Application deadline[.]*

The CoC did notify applicants that their project applications were accepted and ranked on the Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2018 CoC Program Competition Application deadline.

6. *Attach evidence at the 4B. Attachments Screen demonstrating that the CoC notified applicants that their applications were accepted and ranked on the Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2018 CoC Program Competition Application deadline.*

Please find, enclosed, evidence that the CoC notified applicants that their applications were accepted and ranked on the Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2018 CoC Program Competition Application deadline:

- **Project Acceptance Letters:** pages 2-14 of this PDF.



August 31, 2018

Calcasieu Parish Police Jury
Tarek Polite, Director of Human Services
2001 Moeling Street
Lake Charles, LA 70601

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Regional Coordinated Entry Renewal	\$182,144	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Gulf Coast Teaching Family Services
Willie Green, Regional Director
320 Progressive Boulevard
Houma, LA 70360

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
The Network Renewal Project Application	\$81,506	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

HIV/AIDS Alliance for Region Two
Tim Young, Chief Executive Officer
4550 North Boulevard, Suite 250
Baton Rouge, LA 70806

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Homes from the HAART	\$96,202	Renewal
HAART Hope and Healing	\$211,955	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Healing Place Serve
Claudia Berry, Executive Director
19202 Highland Road
Baton Rouge, LA 70809

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Individual and Family RRH	\$222,613	Renewal
RRH for Youth	\$224,704	New

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Louisiana Housing Corporation – Louisiana Housing Authority
Nicole Sweazy, Executive Director
2415 Quail Drive
Baton Rouge, LA 70808

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
HMIS	\$239,592	Renewal
Louisiana State Permanent Supportive Housing Initiative	\$11,630,421	Renewal
Louisiana Housing Corporation-RRH	\$605,360	Renewal
Maison des Ami	\$147,687	Renewal
Options Villa	\$194,379	Renewal
OLOL St. Anthony's House	\$43,928	Renewal
Youth Oasis	\$64,984	Renewal
Louisiana Housing Corporation-RRH Expansion	\$238,167	New
HMIS Expansion	\$77,178	New
CoC Planning Grant	\$488,177	Planning Grant

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on the LA BOSCOC's website at www.laboscoc.org on or before September 16, 2018.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

O'Brien House
Todd Hamilton, Executive Director
446 North 12th Street
Baton Rouge, LA 70802

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
O'Brien House	\$23,905	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Options for Independence
Barry Chauvin, Executive Director
147 New Orleans Boulevard
Houma, LA 70364

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Renewal Project Application FY2018	\$131,773	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

St. Bernard Battered Women's Program
Gail Gowland, Executive Director
3010 Jean Lafitte Parkway
Chalmette, LA 70043

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
DV Coordinated Entry Access Point – St. Bernard/Plaquemines	\$100,000	New

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Particular Council of St. Vincent de Paul of Baton Rouge, Louisiana
Michael Acaldo, President and CEO
220 St. Vincent de Paul Place
Baton Rouge, LA 70802

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Coordinated Assessment Expansion Project ¹	\$137,654	Renewal
Myriam's House	\$108,499	Renewal
PH Project	\$83,665	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov

¹ Please note that we are aware that this is not an expansion project but is, instead, last year's Coordinated Assessment Project plus last year's Coordinated Assessment Expansion Project. We continue to encourage you to contact your HUD Field Office for directions on how to change this naming convention, which we believe could cause confusion during this or subsequent years.



August 31, 2018

Start Corporation
Casey Guidry, Executive Director
PO Box 165
Houma, LA 70361

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
BOS PSH 1	\$642,982	Renewal
BOS PSH 2	\$74,390	Renewal
Fresh Start	\$228,283	Renewal
Safe Start 1	\$111,233	Renewal
Start Over	\$160,785	Renewal
Starting Point	\$168,323	Renewal
Visions II	\$182,361	Renewal
Partners in Health & Housing for Baton Rouge	\$286,308	New

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Terrebonne Parish Consolidated Government
Kelli Cunningham, Assistant Director
809 Barrow Street
Houma, LA 70360

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
TPCH Rapid Re-Housing Project	\$150,000	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

The Haven
Julie Pellegrin, Executive Director
PO Box 4279
Houma, LA 70361

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
IRIS DV RRH	\$366,959	New

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 31, 2018

Volunteers of America – Greater Baton Rouge
Janet Pace, CEO
3949 North Boulevard
Baton Rouge, LA 70806

Subject: Project Application Funding Letter for CoC Program Competition Funding Year 2018

Greetings,

I'm pleased to inform you that the Louisiana Balance of State Continuum of Care (LA BOSCOC) will be including the following project application(s) in its consolidated application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Funding Amount	New or Renewal
Home At Last	\$98,584	Renewal
Housing First	\$196,671	Renewal
VOA Outreach	\$64,626	Renewal
Rural Supportive Housing	\$133,217	Renewal

Please note that this letter does not guarantee these project(s) will be receive funding; all CoC Program project funding is contingent on HUD's funding award.

The LA BOSCOC's consolidated application, including its priority listing of all new and renewal project applications submitted for funding, will be available on or before September 16, 2018 on the LA BOSCOC's website at www.laboscoc.org.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov

LA-509 CoC Application

**1E-5. Notifications Outside of e-snaps – Projects Rejected or Reduced
Cover Sheet**

The CoC notified applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before the FY 2018 CoC Program Competition Application deadline as demonstrated by the following letters.



August 23, 2018

Capital Area Family Violence Intervention Center
Trashica Robinson, Assistant Executive Director
PO Box 52809
Baton Rouge, LA 70892

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BSCOC Scoring Committee has decided not to include the following project applications in the LA BSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
IRIS RRH	Project's score was not high enough to qualify for funding

You can appeal any part of this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

Appeals should be submitted electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov. Applicants that cannot submit their appeals electronically may request a waiver by contacting Gordon Levine, Continuum of Care Manager, at 225-242-1388.

Appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions from the application cannot be appealed; it is each organization's responsibility to address each area identified as a factor in the funding decision.

Appeals will be submitted to the LA BSCOC Board for consideration. The Board's decision on any appeal shall be final.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 23, 2018

Hamilton Investment Properties Community Housing Development
James Harris, President
4919 Jamestown Avenue, Suite 204B
Baton Rouge, LA 70808

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BOSCOC Scoring Committee has decided not to include the following project applications in the LA BOSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
HIPCO Land Lord Liaison Project	Project did not meet one or more Threshold Criteria

You can appeal this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

Appeals should be submitted electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov. Applicants that cannot submit their appeals electronically may request a waiver by contacting Gordon Levine, Continuum of Care Manager, at 225-242-1388.

Appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions from the application cannot be appealed; it is each organization's responsibility to address each area identified as a factor in the funding decision.

Appeals will be submitted to the LA BOSCOC Board for consideration. The Board's decision on any appeal shall be final.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 23, 2018

MacDonnell Children's Services
Kathy Canter, Business Office Manager
8326 Main Street
Houma, LA 70363

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BSCOC Scoring Committee has decided not to include the following project applications in the LA BSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
New Project Application FY2018	Project's score was not high enough to qualify for funding

You can appeal this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

Appeals should be submitted electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov. Applicants that cannot submit their appeals electronically may request a waiver by contacting Gordon Levine, Continuum of Care Manager, at 225-242-1388.

Appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions from the application cannot be appealed; it is each organization's responsibility to address each area identified as a factor in the funding decision.

Appeals will be submitted to the LA BSCOC Board for consideration. The Board's decision on any appeal shall be final.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 23, 2018

New Covenant Community Development Organization
Louis Guy, President
2233 12th Street
Lake Charles, LA 70601

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BOSCOC Scoring Committee has decided not to include the following project applications in the LA BOSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
Bethesda House	Project did not meet one or more Threshold Criteria

You can appeal this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

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Appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions from the application cannot be appealed; it is each organization's responsibility to address each area identified as a factor in the funding decision.

Appeals will be submitted to the LA BOSCOC Board for consideration. The Board's decision on any appeal shall be final.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 23, 2018

St. Bernard Battered Women's Program
Gail Gowland, Executive Director
3010 Jean Lafitte Parkway
Chalmette, LA 70043

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BOSCOC Scoring Committee has decided not to include the following project applications in the LA BOSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
HPRP – St. Bernard/Plaquemines Parishes	Project's score was not high enough to qualify for funding

You can appeal this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

Appeals should be submitted electronically to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov. Applicants that cannot submit their appeals electronically may request a waiver by contacting Gordon Levine, Continuum of Care Manager, at 225-242-1388.

Appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions from the application cannot be appealed; it is each organization's responsibility to address each area identified as a factor in the funding decision.

Appeals will be submitted to the LA BOSCOC Board for consideration. The Board's decision on any appeal shall be final.

If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov



August 23, 2018

Start Corporation
Casey Guidry, Executive Director
PO Box 165
Houma, LA 708361

Subject: Project(s) Not Funded Letter for CoC Program Competition Funding Year 2018

Greetings,

I regret to inform you that the LA BOSCOC Scoring Committee has decided not to include the following project applications in the LA BOSCOC's collaborative application to the Funding Year 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA):

Project	Reason for Not Funding
Partners in Health & Housing for Houma	Project's score was not high enough to qualify for funding

You can appeal this decision at your discretion via the following process:

Appeals are due by August 28, 2018 at 4 PM CST. Any appeals received after that time will be rejected.

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If you have any questions, please feel free to contact me at the information listed below.

Sincerely,

Gordon Levine
Continuum of Care Manager
225-242-1388 | glevine@lhc.la.gov

LA-509 CoC Application

1E.5 Public Posting – Local Competition Deadline

Cover Sheet

- **Local Competition Deadline Posted No Later Than 30 Days Before Competition Deadline:** email release (PDF pages 2-4), website posting (PDF pages 5-7);
- **Project Application Deadline in RFP:** highlighted portion of text in RFP (PDF page 10)

From:
Bcc:

[Gordon Levine](#)
[Melany Mondello](#); "[CW Coley](#)"; "[acesar@ccdibr.org](#)"; "[Addie Duval](#)"; "[admin@vitalrsi.com](#)"; "[adrago@arcbatonrouge.org](#)"; [Aimee LeBlanc \(LHC\)](#); "[aleblanc@lhc.la.gov](#)"; "[Alex Hamilton](#)"; "[allobiz@yahoo.com](#)"; "[AlvinBrumfield@gmail.com](#)"; "[Alycee Naquin](#)"; "[Amanda Hartley](#)"; "[Amanda Ihli](#)"; "[Amber Disotell](#)"; [Amy York](#); "[Andreanecia Morris](#)"; "[Aneeda McIntyre](#)"; "[Angela Brown](#)"; [Angela Davis](#); "[Angela Jouett](#)"; "[angelabenoit@yahoo.com](#)"; "[angiecarinhands@yahoo.com](#)"; "[Anika Fair](#)"; "[Anisha.Nelson@LA.GOV](#)"; "[Anne Karoly](#)"; "[annh4real@aol.com](#)"; "[Antiqua Hunter](#)"; "[Antoine Foret](#)"; "[Antoinette Prudhomme](#)"; "[Aunjene Coner](#)"; "[b.jack@hotmail.com](#)"; "[Barbara Cahee](#)"; "[Barry Chauvin](#)"; "[bethlehembaptistbr@yahoo.com](#)"; "[Betty Mims@LA.GOV](#)"; "[bettyscrib@cox.net](#)"; "[billyrfoster@gmail.com](#)"; "[bjamador@att.net](#)"; "[Blake Trahan](#)"; "[blonshel@yahoo.com](#)"; "[bmartin4purple@yahoo.com](#)"; "[bnillc01@gmail.com](#)"; "[Bobbie O'Bryan](#)"; "[borckmary5@aol.com](#)"; "[Brandy Deroche](#)"; "[brendarenee@gmail.com](#)"; "[brettonne2@bellsouth.net](#)"; "[brittanyhmal@gmail.com](#)"; "[Brooke Guidry](#)"; "[brunor@optionsfoundation.com](#)"; "[bscott@voagbr.org](#)"; "[ca_hardesty@yahoo.com](#)"; "[captdavewood@gmail.com](#)"; "[Carissa McCormic \(carissamccormic@gmail.com\)](#)"; "[Carolyn Touns](#)"; "[casey@startcorp.org](#)"; "[Catherine D. Thomas](#)"; "[Cayla Roster](#)"; "[CClark@brgov.com](#)"; "[ccourtney@hamsil.com](#)"; "[ce.miraclesmanor@gmail.com](#)"; "[ceasers@yahoo.com](#)"; "[cforguer@uplifted.org](#)"; "[chandlers@ywca-br.org](#)"; "[channajarrow05@yahoo.com](#)"; "[Charla Blake](#)"; "[charmin.waters@churchunited.org](#)"; [Chawuna Jackson](#); "[chelsea.mccoy@hpserv.org](#)"; "[Christa Duplantis-Prather](#)"; "[CJRoy@ccdibr.org](#)"; "[claudia.berry@healingplacechurch.org](#)"; [Clay Boykin](#); "[clw2325@hotmail.com](#)"; "[cnet1968@gmail.com](#)"; "[comanecimjohnson@gmail.com](#)"; "[Courtney Montgomery](#)"; "[cpatterson@youthoasis.org](#)"; "[crhorer1@cox.net](#)"; "[crnth@yahoo.com](#)"; "[crownachievementlouisianainc@gmail.com](#)"; "[daquillard@ccdibr.org](#)"; "[Dana George](#)"; "[Dana redburn](#)"; "[danarechelle@gmail.com](#)"; "[daniel_bannister@uss.salvationarmy.org](#)"; "[Darlene Santana](#)"; "[Darrell Waire](#)"; "[daryel@uplifted.org](#)"; "[dblakeprice@gmail.com](#)"; "[dbraffray@mhagbr.com](#)"; "[dbrown@voagbr.org](#)"; "[dcn.johnston@gmail.com](#)"; "[Debra LeCompte](#)"; "[Debra Tate](#)"; "[Debra Thomas](#)"; "[Delma Porter](#)"; "[deloyhome@live.com](#)"; "[Demetria Coleman](#)"; "[derrick.williams-4@selu.edu](#)"; "[dforrest@cenikor.org](#)"; "[Dionne 224@hotmail.com](#)"; "[djohnson@svidpbr.com](#)"; "[dmorrison@familyroadgbr.org](#)"; "[Don Ross](#)"; "[don@serenityhospital.com](#)"; "[Donald Tekautz](#)"; "[dorothy.williams@ololrmc.com](#)"; "[Dorsey Drexel](#)"; "[dougleyda@gmail.com](#)"; "[dovecenter2005@yahoo.com](#)"; "[dwhit@cox.net](#)"; "[eblack@voagbr.org](#)"; "[ebonybrown025@yahoo.com](#)"; "[ecollins@haartinc.org](#)"; "[eddielolis12@yahoo.com](#)"; "[Edna Semar](#)"; "[Edy Addison](#)"; "[Elizabeth Daigle](#)"; "[Eloise Collins](#)"; "[emilygeorge@obrienhouse.org](#)"; "[erougeau@bellsouth.net](#)"; "[evan2109@yahoo.com](#)"; "[faithtoconquer@cox.net](#)"; "[fsegura@voagbr.org](#)"; "[G. Coleman Lee](#)"; "[gabrieliebrownmorgan@gmail.com](#)"; "[ggagifts@cox.net](#)"; "[Gail Gowland \(Gail.Gowland@stbernardbwp.org\)](#)"; "[Gay Owens](#)"; [Gay Owens](#); "[gdboc2009@yahoo.com](#)"; "[Geraldine.blazek@dhs.gov](#)"; "[gerryastark@gmail.com](#)"; "[gfoyo@cox.net](#)"; "[ggordon@voagbr.org](#)"; "[ggrover@brgov.com](#)"; "[Gloria Winchester](#)"; "[Gloria@brfoodbank.org](#)"; "[Greg Gleason](#)"; "[grosb@mybrcc.edu](#)"; "[handsofcomfortinc@gmail.com](#)"; "[harper.levy@va.gov](#)"; "[hmcwilliams@lwc.la.gov](#)"; "[jltmsw@hotmail.com](#)"; "[Jackie Higginbotham](#)"; "[Jacqueline Porter](#)"; "[Jalynn Myers](#)"; "[james.window@churchunited.org](#)"; "[Jamie Barney](#)"; "[jan.latimer@gmail.com](#)"; "[Janean McCauley](#)"; "[janeaslamb@icnarelief.org](#)"; "[Janice Esthay](#)"; "[janross@hwlson.org](#)"; [Jaquincy Nelson](#); "[Jasmine Matthews](#)"; "[jbartley@voagbr.org](#)"; "[jbrun@judithbrun.com](#)"; "[jdouglas53@gmail.com](#)"; "[Jeffrey Jones](#)"; "[Jennifer Gaudet](#)"; "[jenniferjames225@yahoo.com](#)"; "[Jessica Bordelon](#)"; "[Jessica Watson](#)"; "[jfairley63@hotmail.com](#)"; "[jhll@ccdibr.org](#)"; "[JHYMOWITZ@brgov.com](#)"; "[jimfairchild@dnbcps.com](#)"; "[jkeegan@svidpbr.com](#)"; "[JLemon@ebrpss.k12.la.us](#)"; "[jmoore0549@gmail.com](#)"; "[jnalbayone@yahoo.com](#)"; "[John Navy](#)"; "[journetchanda10@yahoo.com](#)"; "[Joyce Watson](#)"; "[joyceannison@cox.net](#)"; "[JPace@voagbr.org](#)"; "[jpalka@cox.net](#)"; "[jprice@stopdv.org](#)"; "[jsimmons@hopebr.org](#)"; "[Juana Taylor](#)"; "[Judy Edwards](#)"; "[Julie Pellegri](#)"; "[Jurlean Wilson](#)"; [Kafayat Folami](#); "[Kara R. Leger](#)"; "[Karen Schilling](#)"; "[karen.kosinski@anthem.com](#)"; "[Karen.Pino@LA.GOV](#)"; "[karenhillsmetro1@outlook.com](#)"; "[Katie P.](#)"; "[Katrise Reado](#)"; "[Kaylan Caines](#)"; "[kbourgeois@uplifted.org](#)"; "[kcollins@voagbr.org](#)"; "[Keith.Horcasitas@va.gov](#)"; "[Kelli Cunningham](#)"; "[Kelli Stawecki](#)"; [Kelly Hogan](#); "[kelly.pitts@hpserv.org](#)"; "[kenewman@brgov.com](#)"; "[Kerry Auzenne](#)"; "[Kevin Champagne](#)"; "[Kimberly Clement](#)"; "[Kimberly Tremblay](#)"; "[Kimberly.Catalon@la.gov](#)"; "[kkeener@voagbr.org](#)"; "[kmarlinbr@gmail.com](#)"; "[kmohammed.la@icnarelief.org](#)"; "[Kristi.Martin@gcssla.org](#)"; "[Kristin Brooks](#)"; "[krysten@crosspointchurch.org](#)"; "[kstag@connectionsforlife.net](#)"; "[ktobin@lsu.edu](#)"; "[Kwanzaa Bolden](#)"; "[kyrawluckett@yahoo.com](#)"; "[LaRue Jolly \(LaRue.Jolly@va.gov\)](#)"; "[lashonda.oconner@ssa.gov](#)"; "[lashondamhal@gmail.com](#)"; "[latricia.allen@uss.salvationarmy.org](#)"; "[Laura Tuggle \(ltuggle@sls.org\)](#)"; "[lauralanier@bellsouth.net](#)"; "[Laurie Brown](#)"; "[Laurie Hebert](#)"; "[lburgess@brscaf.org](#)"; "[leanonme09@yahoo.com](#)"; "[letetra.francis@ssa.gov](#)"; "[levilliah@icloud.com](#)"; "[lfieldsjo@ccdibr.org](#)"; "[lfpatin@gmail.com](#)"; "[lqacollins@hotmail.com](#)"; "[Lhiliard86@yahoo.com](#)"; "[Lilya Williams](#)"; "[Lisa Schilling](#)"; "[livingwaters1@cox.net](#)"; "[llauve@haartinc.org](#)"; "[lle@ccdibr.org](#)"; "[lmartinez@svidpbr.com](#)"; "[Loki C. 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Subject: [LA BOSCO] Continuum of Care (CoC) Program Request for Proposals (RFP) - FY18
Date: Thursday, July 12, 2018 12:42:00 PM
Attachments: [image002.png](#)
Importance: High

Good afternoon,

The LA BOSCO has released its Continuum of Care (CoC) Program Request for Proposals (RFP) for Funding Year 2018 (FY18). The CoC Program funds projects that provide housing and supportive services to people experiencing homelessness. You can find the RFP and all associated documents online at: <https://laboscoc.org/fy18-coc-program-competition>

The LA BOSCO is pleased to offer funding for new and renewal projects under this RFP, including a dedicated pool of funding for new projects that serve victims of domestic violence, and strongly encourages new project submissions from both first-time and existing recipients.

The project application period opens at noon CST on July 12, 2018. All project applications are due by 4 PM CST on August 16, 2018.

The RFP includes the following documents:

- **Request for Proposals** – information about how to submit new/renewal project applications
- **Timeline and Deadlines** – projected timeline and deadlines for the CoC Program Local Competition
- **Annual Changelog** – list of changes to the LA BOSCO's Local Competition by year
- **Existing Projects Eligible for Renewal** – list of all existing projects eligible to apply for renewal funding
- **Scoring Tool Detailed Instructions** – detailed information about each threshold criteria and scoring element for all new and renewal projects
- **Project Rating, Ranking, and Selection** – procedure for and details about how new and renewal projects are rated, ranked, and selected for submission to HUD
- **Project Application Supplements** – short application supplements that must be submitted

to the LA BOSCOC along with new/renewal project applications

You will also find the following documents on the RFP page:

- **Application Quickstart** – a quick guide for getting started with project applications in e-snaps, HUD’s online project application platform
- **New/Renewal Project Scoring Tools** – the scoring tools used by the LA BOSCOC Scoring Committee to assess all new and renewal projects

The LA BOSCOC will be hosting several webinars and conference calls with information and Q&A sessions about this RFP. Please consult the Timeline and Deadlines document for details.

If you have any questions, please contact me. Thank you for your time and attention. We look forward to seeing many strong project applications this year!

Gordon Levine, Continuum of Care Manager

Louisiana Balance of State Continuum of Care | Louisiana Housing Corporation

glevine@lhc.la.gov | 225-242-1388

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Preferred pronouns: he, him, his



Funding

- Intro
- CoC Program Funding
- Other Funding Sources
- FY17 CoC Program Competition
- FY18 CoC Program Competition

Funding Year 2018 Continuum of Care (CoC) Program Local Competition

HUD released the Funding Year 2018 (FY17) Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) in June 2018.

The LA BOSCOC's CoC Program Local Competition -- the process by which it selects which projects to submit to HUD for funding -- opened July 12, 2018 and will close August 16, 2018.

The LA BOSCOC will submit its Consolidated Application to the CoC Program NOFA in September 2018.

FOR ALL PROJECTS

[Request for Proposals](#) - information about how to apply for new/renewal projects

[Timeline and Deadlines](#) -

FOR NEW PROJECTS

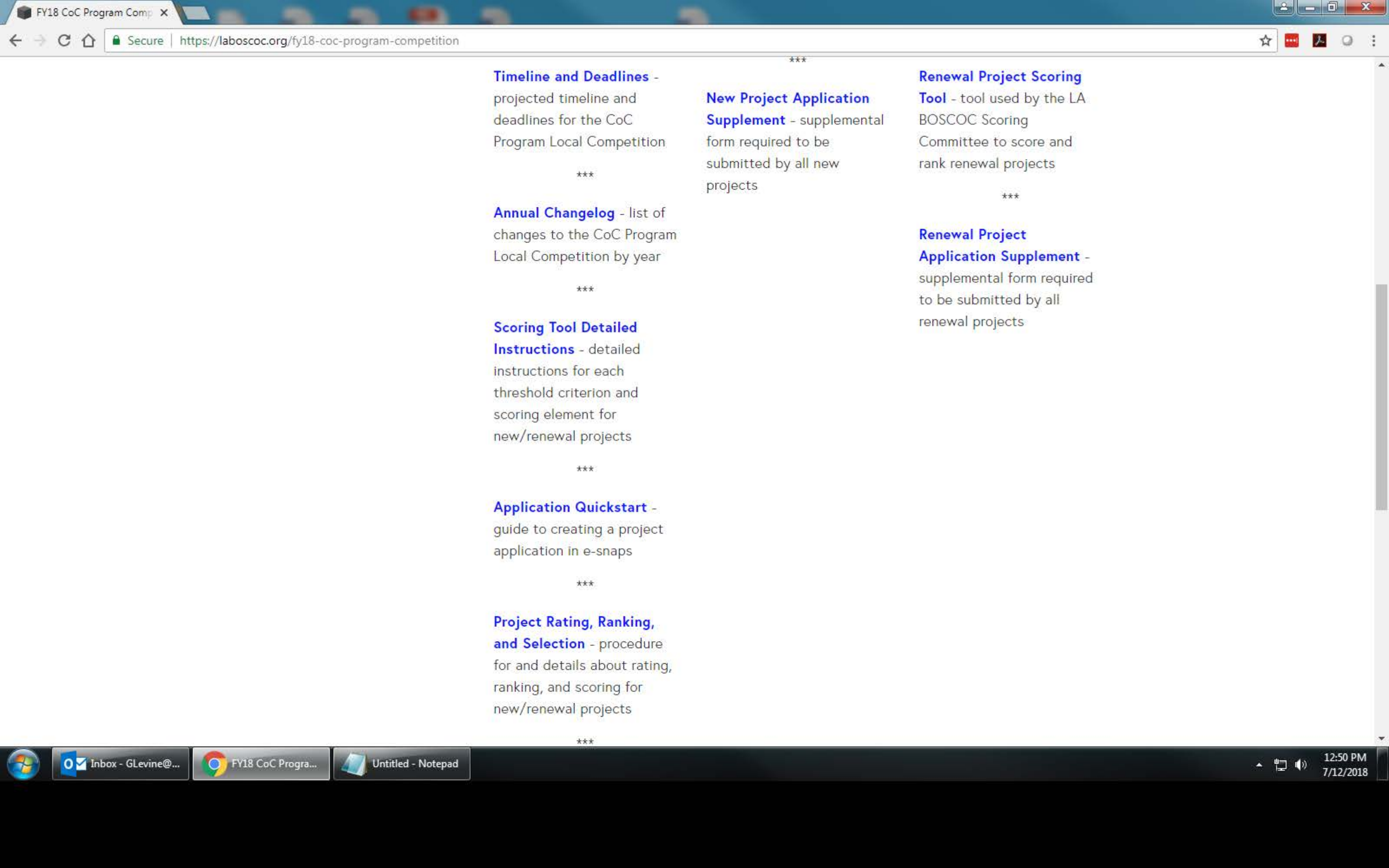
[New Project Scoring Tool](#) - tool used by the LA BOSCOC Scoring Committee to score and rank new projects

[New Project Application](#)

FOR RENEWAL PROJECTS

[Existing Projects Eligible for Renewal](#) - list of all existing projects eligible to apply for renewal funding

[Renewal Project Scoring](#)



[Timeline and Deadlines](#) -

projected timeline and deadlines for the CoC Program Local Competition

[Annual Changelog](#) - list of changes to the CoC Program Local Competition by year

[Scoring Tool Detailed Instructions](#) - detailed instructions for each threshold criterion and scoring element for new/renewal projects

[Application Quickstart](#) - guide to creating a project application in e-snaps

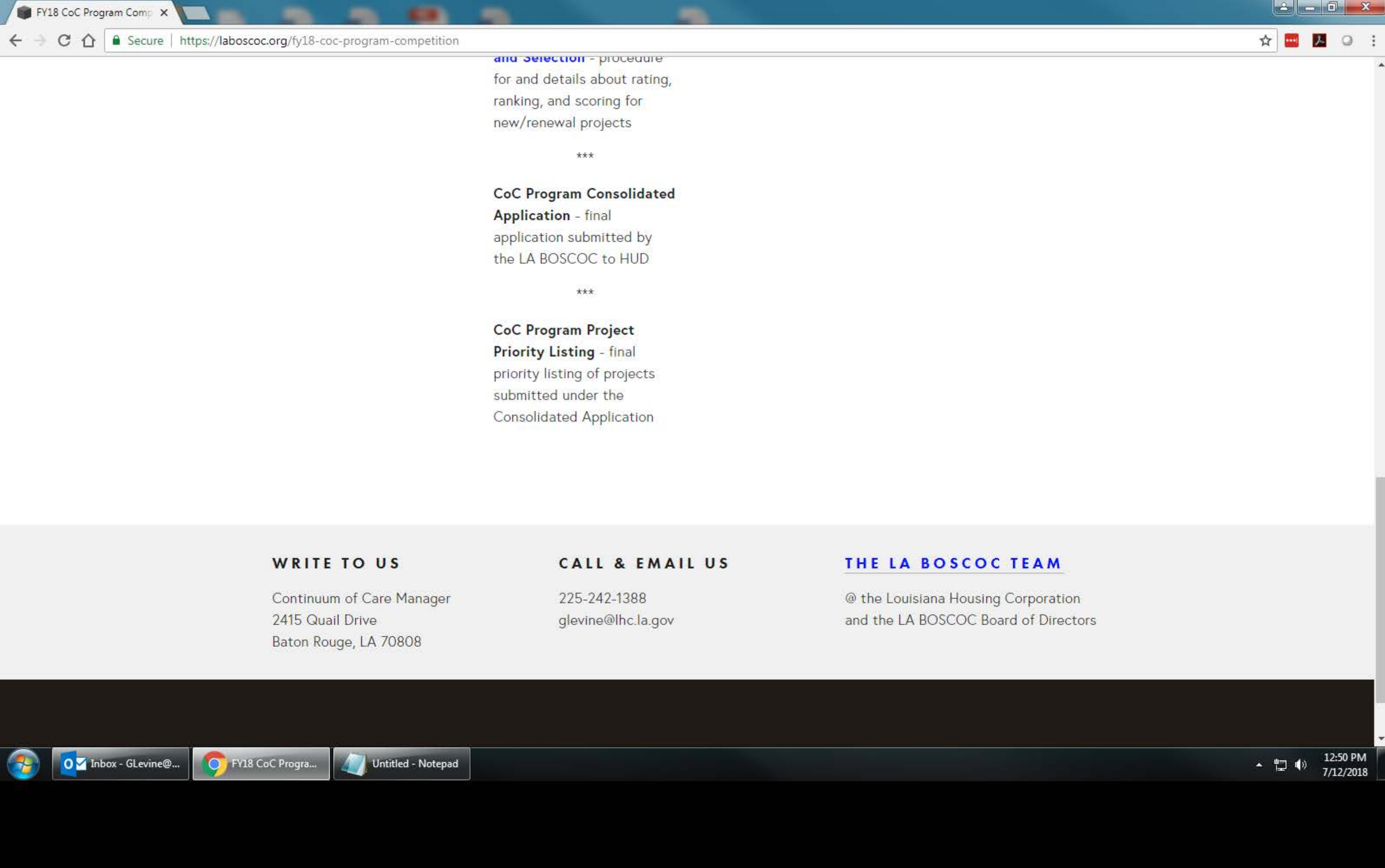
[Project Rating, Ranking, and Selection](#) - procedure for and details about rating, ranking, and scoring for new/renewal projects

[New Project Application Supplement](#) - supplemental form required to be submitted by all new projects

[Renewal Project Scoring Tool](#) -

tool used by the LA BOSCO Scoring Committee to score and rank renewal projects

[Renewal Project Application Supplement](#) - supplemental form required to be submitted by all renewal projects



and Selection - procedure
for and details about rating,
ranking, and scoring for
new/renewal projects

**CoC Program Consolidated
Application** - final
application submitted by
the LA BOSCO to HUD

**CoC Program Project
Priority Listing** - final
priority listing of projects
submitted under the
Consolidated Application

WRITE TO US

Continuum of Care Manager
2415 Quail Drive
Baton Rouge, LA 70808

CALL & EMAIL US

225-242-1388
glevine@lhc.la.gov

THE LA BOSCO TEAM

@ the Louisiana Housing Corporation
and the LA BOSCO Board of Directors

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).¹

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.”²

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

² 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 BOSCOB before they are submitted to HUD.
- (3) Project application packets are due to the LA BOSCOB on August 16, 2018. The LA BOSCOB 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.
 - 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 or 225-242-1388.
- (5) If the LA BOSCOB 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

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 BOSCOB 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

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 BOSCOB 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 BOSCOB listserv and on the LA BOSCOB website at <https://laboscoc.org/new-blog/>

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

E. Renewal Projects

You can find the LA BOSCOB'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

\$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."³

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

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

H. Matching Funds

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

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.

³ CoC Program NOFA, page 8

J. Local Competition Funding Decision Appeals

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.

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 or 225-242-1388.

K. Funding Awards

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

Questions can be submitted to Gordon Levine, Continuum of Care Manager, at 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/>

GOVERNANCE CHARTER

LOUISIANA BALANCE OF STATE CONTINUUM OF CARE

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OVERVIEW

BACKGROUND

The Louisiana Balance of State Continuum of Care (LA BOSCO) was created in 2015 to provide for the efficient, effective, and ethical delivery of housing and supportive services to people who are experiencing homelessness or at risk of experiencing homelessness throughout its membership area.

PURPOSE

In addition to submitting an annual application to the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program Notice of Funding Availability (NOFA), the LA BOSCO's major functions are as follows:

- Ensuring the efficient, effective, and ethical delivery of housing and supportive services;
- Providing training, technical assistance, and leadership to providers of homeless services;
- Promoting community-wide commitment to the goal of ending homelessness;
- Educating the public, public officials, and other stakeholders about homelessness and homeless services.

GOVERNANCE CHARTER

This Governance Charter ("Charter") details the operations and structure of the LA BOSCO, including those of the Collaborative Applicant and HMIS Lead. It has been designed to meet all federal requirements for operating a Continuum of Care as outlined in 24 CFR 578 and elsewhere.

Changes to this Charter must be approved by a simple majority vote of the CoC full membership.

ORGANIZATION STRUCTURE

MEMBERSHIP

MEMBERSHIP ELIGIBILITY

The LA BOSCO is comprised of organizations and individuals within its membership area.

Eligible member organizations include homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, veteran organizations, State agencies, and other organizations that serve people experiencing homelessness. Individuals not affiliated with an organization are also welcome to participate. The LA BOSCO specifically looks for participation by people experiencing homelessness and people who formerly experienced homelessness.¹

MEMBERSHIP AREA

The CoC membership area includes the following parishes:

Included Since FY 2017	New in FY 2018
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	

¹ 24 CFR 578.(a)

Note that all subsequent footnotes will omit "24 CFR" and include only the reference within the part.

APPLYING FOR MEMBERSHIP

The LA BOSCO is open to new member organizations or individuals not affiliated with organizations at any time. At least annually, the LA BOSCO will make an invitation for new members to join publicly available within its geography.

Any individual or organization who attends an LA BOSCO quarterly meeting is considered a member. There is no application, application fee, or membership dues required to join or participate in the LA BOSCO.

GOOD STANDING

CoC members must be in "Good Standing" to enjoy the following benefits of belonging to the LA BOSCO.

GOOD STANDING – BENEFITS	
Program	Benefit
CoC	<u>CoC Funding</u> : CoC members in Good Standing may submit project applications to the CoC Program Competition.
CoC	<u>Voting Privileges</u> : CoC members in Good Standing may participate in votes of the CoC full membership.
ESG	<u>ESG Certification</u> : CoC members in Good Standing may request a letter of certification to apply for State ESG funds. See the "Letter of Certification" section of this Charter for more information.
Other Certifications	<u>Other Certifications</u> : CoC members in Good Standing may request a letter of certification to apply for other funding sources that require it. Those sources include but are not limited to SSVF and PATH. See the "Letter of Certification" section of this Charter for more information.

To remain in Good Standing, CoC members must meet certain requirements:

GOOD STANDING – REQUIREMENTS	
Requirement	Description
Meeting Attendance	CoC members must maintain an attendance record of at least 75% for LA BOSCO general meetings (assessed over the previous 12 months). To be considered in attendance, agencies must send at least one staff person but are not required to send the same staff person to each meeting.
Committee Membership	CoC members must belong to either the Board or to at least one committee, subcommittee, or workgroup. CoC members without a group are required to join one within 90 days to remain in Good Standing.
Committee Participation	CoC members must maintain an attendance record of at least 75% for their chosen committee's meetings.
Ethics	CoC members must adhere to any ethics policy or code of conduct developed by the Membership and Rules Committee and approved by the Board or CoC full membership.

In addition, the Board may define additional Good Standing requirements as they see fit.

LETTER OF CERTIFICATION

Certain funding sources require a letter of certification from the CoC as part of their application process. Members in Good Standing may request a letter of certification from the Continuum of Care Manager. See the “Good Standing” section of this Charter for more information.

Organizations that are not in Good Standing may request a waiver for the Good Standing requirement. The waiver request must be submitted to the Continuum of Care Manager at least ten (10) business days in advance of its due date. Waiver requests submitted less than ten business days in advance may be denied by the Continuum of Care Manager at their discretion.

Waivers must be approved by the Board.

Common reasons that the Board might approve a waiver include:

- The organization joined the LA BOSCOCC less than 12 months ago, making it unable to meet one or more Good Standing requirements;
- The organization experienced a natural disaster or other serious and unanticipated situation that rendered the organization unable to meet one or more Good Standing requirements.

LA BOSCOCC REGIONS

For some purposes, including its Coordinated Entry System and, Board representation, and applications to certain funding sources, the LA BOSCOCC is divided into the following Regions:

LA BOSCOCC Regions	
Region	Parishes
Baton Rouge	Ascension, East Baton Rouge, East Feliciana, Iberville, Point Coupee, West Baton Rouge, West Feliciana
Houma	Assumption, Lafourche, St. Charles, St. James, St. John, Terrebonne
Lake Charles	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
Natchitoches/Sabine	Natchitoches, Sabine
Plaquemines/St. Bernard	Plaquemines, St. Bernard

REGIONAL APPLICANTS

Each LA BOSCOCC Region may elect organizations to serve as its Regional Applicants.

Regional Applicants shall be each Region’s designated applicant for funds from sources that allow a limited number of organizations from each Region to apply.

Unless otherwise required by a given funding source, each Region may have only one Regional Applicant per funding source per year.

Regional Applicants shall be selected by each Region’s constituency via the process developed by the Membership and Rules Committee.²

² In absence of this process, Regional Applicants shall be selected by a simple majority vote of each Region’s present constituency at the general meeting during which the vote is called.

Regional Applicants shall serve for a term of no more than twelve months. Regional Applicants may be elected to an unlimited number of consecutive or non-consecutive terms.

GENERAL MEETINGS

The CoC full membership meets once per quarter. These general meetings are scheduled by the CoC Manager in consultation with the Board. Agendas are published ahead of time by the CoC Manager and distributed to the CoC full membership and other interested parties.³

CoC FULL MEMBERSHIP VOTING

Any action by the CoC full membership, including those actions specified in this Charter, requires a vote of the CoC full membership. Unless otherwise specified in this Charter, votes of the CoC full membership require only a simple majority of those organizations present and eligible to vote. Votes of the CoC full membership may only be called under the following circumstances:

- (1) At a scheduled general meeting, or at a special meeting called by the Board and announced at least 24 hours in advance to the entire CoC full membership;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the Board and announced at least 24 hours in advance to the entire CoC full membership;
- (3) As otherwise mandated by this Charter.

Votes at a general meeting may be proposed by any CoC member in Good Standing and must be seconded by any other CoC member in Good Standing. The person chairing the general meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include giving CoC members time to review the proposal.)

COMMITTEES, SUBCOMMITTEES, AND WORKGROUPS

The Board shall create committees, subcommittees, and workgroups ("groups") to carry out the work of the LA BOSCO. These groups are responsible for making formal recommendations to the Board in relation to their specific areas of focus. The Board may delegate additional authorities and responsibilities to specific groups at its discretion.

GROUP MEMBERSHIP

Each member of the LA BOSCO must serve on at least one committee, subcommittee, or workgroup. CoC members who do not belong to one of these groups (including new CoC members) are required to join one within 90 days to remain in Good Standing.

³ 578.7(a)(1)

Each group type has its own process for determining its maximum membership and enrollment process (see below). The Board may appoint CoC members to committees, subcommittees, or workgroups at its discretion regardless of that group's maximum membership and enrollment process.

CoC members may belong to more than one group.

COMMITTEES

Committees may be created by this Charter or the Board. Unless otherwise specified by this Charter or the Board, each committee is "open enrollment" – that is, CoC members may opt to join any committee by attending its meetings.

CoC members may join a committee by attending meetings and notifying the committee chair of their intended membership. If the committee does not have a chair, CoC members may instead notify the Board Secretary.

CHARTERED COMMITTEES

This Charter creates the following committees.

CHARTERED COMMITTEES
<p>Written Standards Committee</p>
<p>This committee shall be responsible for the following:</p>
<ul style="list-style-type: none"> (1) In partnership with the Collaborative Applicant and recipients of the Emergency Solutions Grants program funds within the geographic area: establishing written standards for providing Continuum of Care assistance. These standards must comply with all subparts under 24 CFR 578.7(a)(9).⁴ (2) In partnership with the Collaborative Applicant: coordinating the implementation of a housing and service system within the LA BOSCOG geographic area that meets the needs of homeless individuals (including unaccompanied youth) and families. At minimum, this system must encompass: <ul style="list-style-type: none"> a. Outreach, engagement, and assessment; b. Shelter, housing, and supportive services; c. Prevention strategies. (3) In partnership with the Collaborative Applicant: designing a collaborative process for the Collaborative Applicant to follow in creating and submitting LA BOSCOG applications in response to HUD NOFAs published under 24 CFR 578.19. This process must be updated annually.
<p>The above standards and processes must be submitted to the Board for approval.</p>
<p>Project Scoring Committee</p>

⁴ 578.7(a)(9) and all its subparts

CHARTERED COMMITTEES

This committee shall be responsible for reviewing, scoring, and ranking all new and renewal project applications submitted to the LA BOSCO for consideration under a given year's collaborative application to the CoC Program NOFA. The committee will conduct this process using information and materials developed by the CoC Manager and approved by the Board. The CoC Manager will use the results of this process to score and rank all projects seeking funding through the collaborative application.

Committee membership shall be exclusively by appointment of the Board. Members will consist of agencies or individuals with no direct interest in the CoC funding process. *CoC Project recipients and subrecipients or applicants in any given year are prohibited from serving on this committee.*

HMIS Committee

This committee shall be responsible for the following:

- (1) In partnership with the Collaborative Applicant and HMIS Lead: developing, following, and updating annually an HMIS Governance Charter, which will include all procedures and policies needed to comply with 24 CFR 578.7(b), its subparts, and the HMIS requirements as prescribed by HUD.⁵
- (2) Assessing and reporting to the Board regarding participation in HMIS by users throughout the CoC geography.
- (3) Consulting with the Collaborative Applicant and CoC Program recipients and sub-recipients to establish performance targets appropriate for each population and program type, monitoring recipient and sub-recipient performance, evaluating program outcomes, and taking action against poor performers.⁶
- (4) In consultation with the Collaborative Applicant: evaluating the outcomes of projects funded under the Emergency Solutions Grants program and the CoC Program, and reporting that evaluation to HUD.⁷
- (5) In consultation with the Collaborative Applicant: consulting with State and local government Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.⁸
- (6) In partnership with the Collaborative Applicant: providing information required to complete the Consolidated Plan(s) within the LA BOSCO geographic area.

⁵ 578.7(b) and all subparts

⁶ 578.7(a)(6)

⁷ 589(a)(7)

⁸ 578.7(c)(5)

CHARTERED COMMITTEES

(7) Other HMIS-related tasks specifically delegated by the Collaborative Applicant.

The above HMIS Governance Charter, its associated policies and procedures, and all other recommendations must be submitted to the Board for approval.

This committee has open enrollment.

Membership and Rules Committee

This committee ensures that the LA BOSCO and its Board develop and implement its rules, processes, and functions in an ethical and just fashion. It shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and the HMIS Lead: developing and implementing the LA BOSCO's Conflict of Interest, Code of Conduct, and Recusal Policy, which must at minimum apply to the Board, its chair and vice chair, and any person acting on behalf of the Board⁹.
- (2) Developing and implementing the LA BOSCO's Board Member Ratification Policy, which must at minimum ensure the Board is representative of the LA BOSCO's organizations and of its projects that serve homeless sub-populations, and subsequently ratifying all Board members in accordance with that Policy.
- (3) Acting to remove Board, committee, subcommittee, and workgroup members who fail to perform their duties in an ethical and just manner. *This requires a three quarters majority vote.*
- (4) Reviewing and updating the process in this Charter for selecting Board members, including the structure of the Board. This duty, including approval from the CoC full membership, must be completed at least once every five years.¹⁰
- (5) Reviewing, responding to, and recommending action to the Board in response to all complaints filed against the LA BOSCO.

⁹ 578.7(b)(1)

In absence of this Policy, all Board, committee, subcommittee, and workgroup members are required to disclose any real or perceived conflict of interest to the Board and the Membership and Rules Committee. If any person or organization has a direct conflict of interest, they will (1) refrain from discussing within their group any matter related to the conflict, (2) abstain from voting on any matter related to the conflict, (3) absent themselves from any discussion related to the conflict, and (4) refrain from any oversight or implementation related to the conflict.

¹⁰ 578.7(a)(3)

If this Committee has fewer than three members at the time of review, this duty is carried out by the CoC Manager, and ratified by the Board and CoC full membership as usual.

CHARTERED COMMITTEES

- (6) Responding to any other situation related to the ethical and just performance of the Board or any committee, subcommittee, or workgroup by recommending a course of action to either the Board or the CoC full membership (as appropriate). *Approving actions in response to a recommendation under this duty requires a two thirds majority vote from the Board or CoC full membership (as appropriate).*

This committee has open enrollment.

Coordinated Entry Committee

This committee shall be responsible for the following:

- (1) In consultation with the Collaborative Applicant and recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate a coordinated access system (Coordinated Entry) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. This includes developing a specific policy to guide the operation of the Coordinated Entry System on how it will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.¹¹
- (2) Assessing and reporting to the Board regarding participation in Coordinated Entry by users throughout the CoC geography.
- (3) In partnership with the Collaborative Applicant: planning for and conducting, at least biennially, a point-in-time (PIT) count of people who are homeless within the LA BOSCOG geographic area who meet the qualifications listed in the subparts of 24 CFR 578.8(c)(2).¹²
- (4) In partnership with the Collaborative Applicant: conducting an annual gaps analysis of the homeless needs and services available within the LA BOSCOG geographic area.¹³
- (5) Other Coordinated Entry-related tasks specifically delegated by the Collaborative Applicant.

The above recommendations shall be submitted to the Board.

This committee has open enrollment.

¹¹ 578.8(a)(8)

¹² 578.8(c)(2)

¹³ 578.8(c)(3)

SUBCOMMITTEES AND WORKGROUPS

Subcommittees and workgroups are created by committees or Board. Each subcommittee/workgroup's maximum membership is determined by its committee or the Board. Subcommittees/workgroups are "open enrollment" – that is, CoC members may opt to join any subcommittees/workgroup.

CoC members may join a subcommittee/workgroup in the same fashion as joining a committee.

GROUP CHAIRS

Each committee, subcommittee, and workgroup shall elect a chair from its membership. The chair shall be responsible for managing group membership, scheduling meetings, and liaising with the Board and CoC full membership as required. The chair shall also be responsible for submitting group membership rolls and meeting minutes to the Board Secretary.

COMMITTEE VOTING

Any action by a committee, subcommittee, or workgroup, including those actions specified in this Charter, requires a vote of the full group membership (i.e. the registered members of that committee, subcommittee, or working group). Unless otherwise specified in this charter, votes of the full group membership require only a simple majority of those present and voting. Votes of the full group membership may only be called under the following circumstances:

- (1) At a scheduled group meeting, or at a meeting called by the group chair and announced to the full group membership;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the group chair and announced to the full group membership;
- (3) As otherwise mandated by this Charter.

Votes at a group meeting may be proposed by any group member and must be seconded by any other group member. The person chairing the meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include making time for group members to review the proposal.)

MEETINGS

Committees, subcommittees, and workgroups must meet at least quarterly, or more often as deemed necessary by the committee chair or Board. When possible, meetings must be announced in advanced to the group full membership via the CoC mailing list, CoC website, or verbally at a quarterly meeting. Meeting attendance records shall be submitted by the committee chair to the Board Secretary.

BOARD

The processes below govern the selection of a Board to act on behalf of the LA BOSCO.¹⁴

AUTHORITY AND RESPONSIBILITIES

The Board is the governing body of the LA BOSCO. The Board is empowered with broad authority to act on behalf of the LA BOSCO in the following ways:

- (1) By appointing committees, subcommittees, and workgroups to carry out the work of the LA BOSCO;¹⁵
- (2) By adopting the recommendations of, approving the documents produced by, and assigning specific operational duties to those committees, subcommittees, and workgroups;
- (3) By adopting the recommendations of, and approving the documents produced by, the CoC Manager of the Louisiana Housing Corporation (the Collaborative Applicant).

The Board also has the following specific responsibilities:

- In consultation with the Collaborative Applicant and the HMIS Lead: developing, following, and updating annually this Governance Charter, which must comply with the requirements in 24 CFR 578.7(a)(5).¹⁶
- In consultation with the Collaborative Applicant: holding meetings of the CoC full membership, with published agendas, at least semi-annually.¹⁷
- In partnership with the Collaborative Applicant: making an invitation for new members to join publicly available within the LA BOSCO geographic area at least annually.¹⁸
- In response to the CoC Manager's recommendation:
 - Establishing priorities for funding projects in the LA BOSCO geographic area;
 - Determining if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area,¹⁹ and act in accordance with the subparts of 24 CFR 578.9(a)(3) depending on the determination;²⁰

¹⁴ 578.5(b)

¹⁵ 578.7(a)(4)

¹⁶ 578.7(a)(5)

¹⁷ 578.7(a)(1)

¹⁸ 578.7(a)(2)

¹⁹ 578.9(a)(3)

²⁰ 578.9(b)

- o Approving the Continuum of Care Program application.²¹

The CoC full membership retains all authorities and responsibilities not explicitly granted to the Board in this or other sections of this Charter.

No CoC Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that member represents.²²

COMPOSITION

The Board shall be composed of the following members:

BOARD MEMBERSHIP		
# of Seats	Type	Description
1	Designated	The Executive Director of the Louisiana Housing Authority (representing the collaborative applicant) ²³
1	Designated	Representative of the HMIS Lead ²⁴
1	Designated	Representative of the Louisiana Department of Health
1	Designated	Representative of the Louisiana Department of Education
1	Designated	Representative of the Louisiana Department of Corrections
1	Designated	Representative of the Louisiana Department of Children and Family Services
1	Designated	Person who is homeless or was formerly homeless ²⁵
5	Elected	Regional seats filled via the process developed by the Membership and Rules Committee. Each LA BOSCO Region shall have one seat on the Board.

Designated seats shall be filled by the Collaborative Applicant at its discretion.

Elected seats shall be filled by the constituency each seat represents via the process developed by the Membership and Rules Committee.²⁶

The LA BOSCO retains all of its responsibilities even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the CoC. This includes approving the CoC's application to the annual CoC Program competition.

²¹ 578.9(b)

²² 578.95(b)

²³ 578.7(a)(5)

²⁴ 578.7(a)(5)

²⁵ 578.7(b)(2)

²⁶ In absence of this process, elected seats shall be filled by a simple majority vote of each seat's present constituency at the general meeting during which the vote is called.

All appointments must be ratified by the Membership and Rules Committee based on criteria established by that Committee.

BOARD OFFICERS

Officers of the Board shall be as follows:

BOARD OFFICERS		
Position	Selection Process	Duty Overview (other duties may be specified elsewhere in this Charter)
Chair	Filled by the Executive Director of the Louisiana Housing Authority	Chair Board meetings; chair general meetings; breaks tie votes in Board meetings; votes during Board quorum votes; has signature authority for all CoC-related documents
Vice Chair	Elected by the Board from its membership	Assumes Chair responsibilities in specific circumstances as outlined in this Charter; has signature authority for all CoC-related documents when Chair is not able to sign (e.g. when Chair is signing the same document on behalf of another entity)
Ethics Officer	Filled by the Chair of the Membership and Rules Committee; <i>may or may not be an elected (i.e. voting) member of the Board</i>	Ensure the ethical and just conduct of the Board
Secretary	Elected by the Board from the CoC membership; <i>may or may not be an elected (i.e. voting) member of the Board</i>	Record minutes for Board and general meetings, including vote results; maintains membership lists and chairperson lists for committees, subcommittees, and workgroups

RESIGNATION, REMOVAL, AND VACANCIES

Resignations from the Board must be delivered in writing to the Secretary or Chair.

The Board may vote to terminate a member due to excessive absences; excessive may be defined for this purpose by the Ethics Officer, or absent the Ethics Officer, the Chair. The Board may vote to terminate a member for any other reason; to pass, this vote requires a three-fourths majority of the remaining Board, or every member of a quorum.

If a member organization informs the Board that their representative who sits on the Board no longer represents them, that Board member is immediately removed from the Board.

In the event of a midterm vacancy, the vacant seat is refilled at the earliest convenience according to the seat's normal method of selection. The newly elected Board member shall complete the former member's term of service.

TERMS OF SERVICE

Board members shall serve a term of two years. When possible, terms shall be staggered.

Absent reappointment or a new appointment, Board members shall continue to serve indefinitely following the end of their term. There shall be no limit on the number of terms a given Board member may serve.

BOARD VOTING

Any action by the Board, including those actions specified in this Charter, requires a vote of the Board. Unless otherwise specified in this Charter, votes of the Board require only a simple majority of those present and eligible to vote. Votes of the Board may only be called under the following circumstances:

- (1) At a scheduled Board meeting, or at a meeting called by the Board Chair and announced to the entire Board, at which at least two-thirds of the extant Board seats are present;
- (2) Remotely (by email, over the phone, or by mail-in ballot) as required by the Board Chair, announced to the entire Board, and in which at least two-thirds of the extant Board seats are participating;
- (3) Under circumstances (1) or (2) when two-thirds of the extant Board seats are *not* present/participating but when at least five (5) Board seats *are* present/participating, which must include the seats filled by the Louisiana Housing Authority, the Louisiana Department of Health and Hospitals, and the HMIS Lead (e.g. a quorum vote);
- (4) As otherwise mandated by this Charter.

Votes at a Board meeting may be proposed by any Board member and must be seconded by any other Board member. The person chairing the Board meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include creating time for Board members to review the proposal.)

The Board Chair may not vote except during a quorum vote or to break a tie during any non-quorum vote.

COLLABORATIVE APPLICATION

OVERVIEW

One of the LA BOSCOC's primary functions is to coordinate the CoC's annual collaborative application to HUD's CoC Program NOFA. The Consolidated Application is created and submitted to HUD by the Collaborative Applicant.

THE COLLABORATIVE APPLICANT

The Louisiana Housing Corporation (LHC) is the designated Collaborative Applicant for the LA BOSCOC.

LHC shall maintain an online space for the LA BOSCOC on its website. That space will include an open invitation to new members, information related to upcoming CoC Board and general meetings, and information related to the current CoC Program NOFA when applicable.

LHC shall provide comprehensive oversight for the LA BOSCOC in order to meet all requirements specified in this Charter and elsewhere by HUD. LHC shall collaborate as necessary or prudent with other CoCs in the State of Louisiana. LHC shall provide administrative support to the CoC Board, all CoC committees, subcommittees, and workgroups, and as otherwise necessary to ensure the sound operation and success of the LA BOSCOC.

PLANNING FUNDS

At its discretion, the Collaborative Applicant shall apply for planning funds through the CoC Program NOFA.

OTHER FUNDS

At its discretion, the Collaborative Applicant shall apply for other funds on behalf of the LA BOSCOC.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OVERVIEW

HUD requires all communities and agencies receiving CoC Program funds to use a Homeless Management Information System (HMIS). HMIS is a data application system designed to capture, record, and store data about the needs of and community services received by people who are homeless or at risk of becoming homeless.

HMIS records and stores client-level demographics service data from participating community service agencies, organizations, programs, and projects (Participating Agencies). That data can be aggregated to discern information about the extent and nature of homelessness over time, the pattern of service usage, the effectiveness of participating agencies, and the services received by people who are homeless or at risk of becoming homeless. It can also provide an unduplicated count of people who are homeless at a given time.

This section of this Charter designates an HMIS Lead for the LA BOSCO and specifies the differing responsibilities of each party mentioned herein regarding the governance and operation of HMIS.

HMIS LEAD

The Louisiana Housing Corporation (LHC) is the designated HMIS Lead for the LA BOSCO.

HMIS SOFTWARE

The designated HMIS software tool for LA BOSCO is ServicePoint by Bowman Systems, L.L.C. of Shreveport, Louisiana, operated by the Louisiana Service Network Data Consortium (LSNDC).

All HMIS Leads and Continuums of Care in the State of Louisiana use ServicePoint and collaborate, participate, and contribute data into the statewide system.

RESPONSIBILITIES

This Charter imposes the following responsibilities on the HMIS Lead, the CoC, and Participating Agencies in the LA BOSCO.

If the HMIS Lead and Collaborative Applicant are the same agency, that agency will discharge the responsibilities of both the HMIS Lead and Collaborative Applicant as outlined in this Charter.

LA BOSCO RESPONSIBILITIES

The Collaborative Applicant on behalf of the LA BOSCO shall:

- Work with the HMIS Lead and LSNDC to read and interpret any and all regulations, notices and other communications issued by HUD, and to annually review, and as necessary, revise and adopt any and all policies, procedures and plans related to the operation and use of HMIS.

- Work with Participating Agencies to improve delivery of HMIS-related services and enable them to better comply with federal regulations.
- The HMIS Lead and LA BOSCOG agree to work with and participate in the statewide HMIS, which is operated by LSND. LA BOSCOG will actively participate on the LSND Board with one LA BOSCOG representative. This representative is authorized to provide one of two LA BOSCOG votes on LSND-related business. The second vote will be cast by a representative from the HMIS Lead.
- Provide support to the HMIS Lead when it is unable to perform its duties due to interference from a Participating Agency. This support may take the form of negotiating with the non-compliant agency entering data into HMIS, censuring said agency, or imposing consequences, including, but not limited to recommending to HUD that the Participating Agency's granted funds be removed.
- Gather data from the HMIS Lead and non-HMIS participating agencies to use in reporting for the Point-in-Time (PIT) count, the Housing Inventory Count (HIC), the Annual Homeless Assessment Report, and other HUD reporting that the HMIS Lead assists LA BOSCOG to complete.
- Collaborate with the HMIS Lead in all appropriate ways to ensure that the policy goals developed by LA BOSCOG are met. They will work together closely to share information, develop goals, and address issues with SharePoint, data quality and Participating Agencies as they occur.
- Work with Participating Agencies and the HMIS Lead to develop CoC-wide and agency specific performance benchmarks, including for the HMIS Project.
- Gather reports from the HMIS Lead and review them to determine if benchmarks have been met, then report that data to LA BOSCOG to assist in reviewing and ranking projects for the CoC Program NOFA competition.
- Monitor to ensure the Lead Agency is fulfilling the responsibilities outlined in this Charter and complying with the HMIS grant agreement and HUD-issued regulations and notices.

HMIS LEAD RESPONSIBILITIES

The HMIS Lead shall:

- Manage, administer and oversee the day-to-day operations of HMIS.
- Obtain and maintain grants supporting the HMIS Project, provide staffing, and purchase the required licenses, equipment, software, space and operations for HMIS.
- Work with the HMIS software vendor to ensure data is collected, stored and reported in compliance with all HUD regulations.
- Determine if a different HMIS software vendor should be selected and recommend that change to LA BOSCOG.
 - *Changes in HMIS software vendor must be approved by a vote of the CoC full membership.*
- Provide training to all HMIS end users within Participating Agencies. Introductory trainings as well as any additional training shall be offered on a regular schedule. Additional trainings

shall be offered periodically at the request of LA BOSCOC and at the HMIS Lead's discretion. Privacy training will occur at a minimum of once per calendar year.

- Promote the use of HMIS through regular contact with users, Participating Agencies, and organizations whose participation would benefit LA BOSCOC or HMIS.
- Sign and execute HMIS Participation Agreements with each Participating Agency. These agreements shall delineate the HMIS obligations and authority of LA BOSCOC, the HMIS Lead, LSND, and the Participating Agency. They shall will include, directly or by reference, the requirements of the LSND Policies and Standard Operating Procedures (LSND P&P) and any future regulatory documents set forth by HUD and the LSND. They shall detail sanctions for violating the agreement. They shall also require that LA BOSCOC, the HMIS Lead, LSND, and Participating Agencies process protected identifying information in a manner consistent with this Charter.
- Provide each Participating Agency with a copy of the LSND P&P, Agency Executive Director Training Manual, Agency Administrator Training Manual, and End User Training Manual.
- Monitor and verify data collection and entry from all Participating Agencies, ensuring data entered into HMIS complies with HUD requirements and the LSND P&P. Work with LA BOSCOC and Participating Agencies to address any deficiencies in data collection.
- Monitor and verify the quality of the data to ensure data is accurate, complete, and conforms to federal HMIS requirements. Analyze the data to identify areas of concern and/or weakness and make recommendations to Participating Agencies regarding how to correct them.
- Monitor Participating Agencies for compliance with all the appropriate security, privacy, and data quality policies, regulations and procedures.
- Implement the LSND P&P and provide necessary support to assist all Participating Agencies in implementing the LSND P&P. Monitor compliance with the LSND P&P and work with LA BOSCOC to resolve issues and enforce sanctions for non-compliance.
- Collaborate with LA BOSCOC to ensure that the policy goals developed by LA BOSCOC are met.
- Collaborate with LSND to, at least annually, review and, as necessary, revise statewide the LSND P&P and supporting documents. When HUD releases new HMIS rules or requirements, the HMIS Lead shall present the recommended system changes to the LA BOSCOC HMIS Committee within 30 days. After review and discussions with LSND, the HMIS Lead will, within six months of the new rules' publication, present the recommended system changes to the LA BOSCOC Board for approval. The HMIS Lead will make approved changes and demonstrate a good faith effort to prepare CoC members to meet the requirements by HUD's effective date.
- Seek feedback from LA BOSCOC and Participating Agencies regarding the LSND P&P and supporting documents and provide that feedback to LSND.
- Generate appropriate reports that reflect the cumulative data for LA BOSCOC as needed and upon request from LA BOSCOC, HUD, Participating Agencies, and other entities seeking this information and as deemed appropriate by the HMIS Lead itself or LA BOSCOC. The HMIS

Lead shall be responsible for creating and developing new reports as required by LA BOSCO, the Collaborative Applicant, and HUD. These reports shall document collective data from LA BOSCO for such purposes as CoC Program project applications, PIT, HIC, and AHAR reports, along with any appropriate CoC-wide purposes.

RESPONSIBILITIES OF PARTICIPATING AGENCIES

Each Participating Agency shall:

- Sign and comply with HMIS-related agreements, including HMIS Lead Agency Terms of Service Agreements with the HMIS Lead, the LSNDP P&P Agreement, and all other agreements required by the Collaborative Applicant or HMIS Lead.
- Comply with all federal, state, and local laws regarding client and data privacy, security, and confidentiality. If there is a conflict between these standards, the Participating Agency must contact the HMIS Lead for direction on how to resolve the conflict and remain in compliance.
- Work with the HMIS Lead to maintain complete and correct data in HMIS.

PERIOD OF AGREEMENT, TERMINATION, AND APPROVAL

PERIOD OF AGREEMENT

The Period of Agreement for this Charter shall commence as of the date it was approved by the CoC general membership and persist until it is terminated or revised in accordance with the processes for each as outlined in this Charter.

TERMINATION

This Charter may only be terminated by a three-quarters majority vote of the CoC general membership. This vote may not be initiated without the presence of each currently filled Board seat.

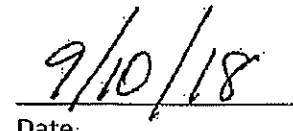
This Charter may be revised or replaced according to processes presented elsewhere in this Charter.

APPROVAL

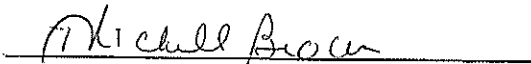
The parties hereto have acknowledged their responsibilities and have caused this agreement to be executed and delivered by their duly authorized representatives as of the date of the last signature.



Nicole Sweazy, Executive Director, Louisiana Housing Authority
Collaborative Applicant and HMIS Lead



Date:



Mitchell Brown, Vice Chair
LA BOSCOB Board



Date

LA-509 CoC Application

2A-2. HMIS_ Policies and Procedure Manual

The CoC is a member of Louisiana Services Network Data Consortium (LSNDC) and the following Standard Policies and Procedures is our HMIS Policy and Procedures Manual.

**Louisiana Services Network
Data Consortium (LSNDC)**

**Standard Policies
and Procedures**

Version 2.0

Effective Date:
October 1, 2017

Developed by:
LSNDC Policy Committee

Adopted by:
LSNDC Board of Directors
On September 20, 2017

**Louisiana Services Network Data Consortium (LSNDC)
Standard Policies and Procedures
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INTRODUCTION

This document details the standard policies that govern the operation of the Louisiana Services Network Data Consortium Management Information System (LSNDC System). It defines the roles and responsibilities of the LSNDC System Administrators, agencies and individuals accessing LSNDC System data. All individuals accessing the LSNDC System must read and understand these policies. This document works in concert with the other LSNDC authored documents that establish baseline policies and procedures for data quality, system security, and client information privacy, as well as garner agreements amongst the various parties involved with the system. The affiliated documents are identified with each policy.

LSNDC System is administered by the Louisiana Services Network Data Consortium, a non-profit corporation acting in the behalf of the LSNDC Board. The LSNDC Board is comprised of representation from regional Homeless Management Information System (HMIS) lead agencies and Continua of Care lead organizations that are under contract with the U.S Department of Housing and Urban Development (HUD) to provide homeless services. The central server is administered by the contracted HMIS software vendor, and the LSNDC establishes the minimum policies for appropriate administration, licensing, training, and compliance at the regional-level.

The primary purpose of the LSNDC System is to provide a client and service data management tool to aid the regional Continua of Care to end homelessness in Louisiana and meet HUD requirements for CoCs to provide an unduplicated demographic report of the number and characteristics of clients served as well as program outcomes. This tool is Internet-based technology to assist homeless service organizations across Louisiana in capturing information about the clients that they serve.

The LSNDC System provides a standardized assessment of consumer needs creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating agencies, identify gaps in the local service continuum, and develop outcome measurements.

Benefits of LSND System

LSND System benefits persons experiencing homelessness:

Improvements in service delivery for clients as case managers assess the client's needs, inform the client about available services on site or through referral, help the client find and keep permanent housing, and improve service coordination when information is shared between programs within one agency that are serving the same client.

LSND System benefits agencies, program managers and case managers:

Aggregate program-level and agency-level information and reports should be accessible to agencies and program managers to provide a more complete understanding of clients' needs and outcomes, advocate for additional resources, complete grant applications, conduct evaluations of program services and staff performance, and report to funders. Minimally, the software should be able to provide unduplicated counts of persons experiencing homelessness and generate the program portions of the HUD Annual Progress Report (APR).

LSND System benefits the regional Continuum of Care:

Unduplicated, de-identified, system-wide information should be readily accessible to provide a more complete understanding of homelessness, clients' needs and outcomes, and program and system-level performance to inform policy decisions aimed at addressing and ending homelessness at local, state and federal levels. The software should also be able to generate data and/or reports to fulfill federal reporting requirements, CoC evaluation and funding application requirements, and city-wide and system-level reports.

Definitions

Terms used in this manual may be new to users. Definitions of some of these terms are as follows:

Agency Administrator: The person responsible for system administration at the agency level. This person is responsible for adding and deleting users, basic troubleshooting, and organizational contact with the Regional LSND System Administrator.

Authentication: The process of identifying a user in order to grant access to a system or resource; usually based on a username and password.

Client: Any recipient of services offered by a Provider or Participating Provider.

Collaborative Applicant: The eligible applicant designated by the Continuum of Care (CoC) to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition. The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter.

Continuum of Care (CoC): The regional or local planning body that coordinates housing and services funding for homeless families and individuals, and includes transitional housing, permanent supportive housing for disabled persons, permanent housing, supportive services, and Homeless Management Information Systems (HMIS). is designed to promote community-wide goals to end homelessness; provide funding to quickly rehouse homeless individuals (including unaccompanied youth) and families while minimizing trauma and dislocation to those persons; promote access to, and effective utilization of, mainstream programs; and optimize self-sufficiency among individuals and families experiencing homelessness.

Database: An electronic system for organizing data so it can easily be searched and retrieved; usually organized by fields and records.

Fiscal Agency: The agency chosen by the LSNDC governing board to manage the financial aspects of the corporation, including the general ledger, accounts payable, and accounts receivable. The Agency shall follow fiscal policies established by general accounting principles.

HMIS: Homeless Management Information System. This is a generic term for any system used to manage data about homelessness and housing. The HMIS used in Louisiana is called the LSNDC System.

HUD HMIS Data and Technical Standards (the Standards): The most recent HUD Standards published for Continuum of Care to systematically collect and report data for projects funded under Title IV of the McKinney-Vento Homeless Assistance Act. The current Standards were published in the July 30, 2004 Federal Register, Vol. 69, No. 146, pp. 45888 through 45934, with revisions released by HUD in March 2010. These standards fall into three categories: a) data elements required to be collected by HMIS users including “universal” and “program specific” data elements; b) Privacy and Security Standards for data confidentiality; and c) Technical Standards for the creation of HMIS data systems. Whenever the Standards are revised, this definition will reflect the most recently adopted revisions, and a change to the LSNDC Standard Policies and Procedures is not required.

LSNDC: The non-profit 501©3 that operates the LSNDC System.

LSNDC System: The software system as well as the information input, generated or acquired in print or machine readable format.

Participating Provider: Any agency, organization or group who has an LSNDC Agency Agreement with the Regional LSNDC System Administrator and that is allowed access to the LSNDC database.

Provider: ANY organization providing outreach, shelter, housing, employment and/or social services.

Regional LSNDC Lead Agency: Manages the LSNDC for their respective regional Continuum of Care

Regional LSND System Administrator: The job title of the person at the regional HMIS administering agency who provides technical support and training to Users. This person has the second highest level of user access in *ServicePoint* and has full access to all user and administrative functions within the respective region.

Server: A computer on a network that manages resources for use by other computers in the network. For example, a file server stores files that other computers (with appropriate permissions) can access. One file server can “serve” many files to many client computers. A database server stores a data file and performs database queries for client computers.

***ServicePoint*™:** A web-based software package managed by Mediware Information Systems which tracks data about people in housing crisis in order to determine individual needs and provide aggregate data for reporting and planning.

State LSND System Administrator: The job title of the person who is responsible for the coordination and administration of the LSND System. This person has the highest level of user access in *ServicePoint* and has full access to all user and administrative functions across the State.

User: An individual who uses a particular software package; in the case of the LSND, the *ServicePoint* software.

User License: An agreement with a software company that allows an individual to use the product. In the case of *ServicePoint*, user licenses are agreements between the Fiscal Agency and Bowman Systems that govern the distribution of regional licenses for individual connections to the LSND. User licenses cannot be shared.

Policy 1.0 Organization and Management of the LSNDC System

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Board

Purpose and Scope

This policy establishes the organizational structure and role of the LSNDC System.

Policy Statement

The LSNDC System is the framework for operating a statewide HMIS in Louisiana. It is comprised of the regional Continua of Care (CoC) who are responsible for overseeing the management of data for measuring the communities' progress in ending homelessness. The LSNDC establishes the baseline HMIS-related guidelines and operating policies for the CoCs and their respective participants to effect compliance with regulations set by the Department of Housing and Urban Development (HUD).

Procedure

The LSNDC Board sets policies and standardizes documentation to ensure compliance with HMIS-related federal regulations for CoCs, which are executed at the regional level. Oversight of policy and procedural compliance by HMIS Participating Agencies is provided by the regional HMIS lead agencies, who have been appointed by the CoC lead organizations. The LSNDC Board also contracts with one or more organizations to provide state-wide system administration support. The LSNDC aims to set baseline policies and establish procedures within reasonable time frames that allow for CoCs to meet federal rules. Policies set by the LSNDC shall be reviewed annually, at a minimum.

Affiliated Documents/Agreements/Plans

LSNDC Articles of Incorporation and By-laws

Louisiana Statewide HMIS Joint Governance Agreement

LSNDC Standard Policies and Procedures

LSNDC Agency Participation Agreement

LSNDC Data Quality Plan

LSNDC Information Privacy Plan

LSNDC System Security Plan

Policy 1.1 LSNDC Board of Directors

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Board

Purpose and Scope

This policy establishes requirements for the LSNDC Board of Directors regarding access and usage of the LSNDC System as well as the responsibilities for stewardship of the LSNDC System.

Policy Statement

The LSNDC Board of Directors is the governing body in control of the statewide HMIS system and is responsible for establishing baseline policies and requirements for HMIS participation, fundraising and resource development, and quality assurance. The Board is the final decision making authority of the LSNDC.

Procedure

The Board meets at least bi-monthly with one annual meeting. Membership of the LSNDC Board will be established according to the following guidelines:

- Target membership for the LSNDC Board of Directors will be the total sum of two agents from each Continuum of Care region, wherein the membership count can vary based upon the number of independent CoC regions within the state. The two representatives from

each CoC region shall be comprised of one appointee from the regional CoC Lead Agency and one appointee from the regional HMIS Lead Agency. The names and contact information of LSNDC Board members are listed in *Appendix A-- Louisiana Services Network Data Consortium (LSNDC) Board Membership*.

- Concerted effort will be made by the LSNDC Board to find replacement representatives when participation has been inactive or inconsistent from the organizations involved in the project.

The LSNDC Board Members are responsible for, but not limited to, performing the following duties:

- Determining the guiding principles that should underlie the implementation activities of the LSNDC, Participating Agencies and service programs.
- Establishing the minimal data elements to be collected by all programs participating in the LSNDC and adopting the Data Quality Plan for ensuring participation compliance.
- Defining criteria, standards, and parameters for the release of aggregate data.
- Establishing the minimal data elements to be collected by all programs participating in the LSNDC and adopting the Data Quality Plan for ensuring participation compliance.
- Establish LSNDC participation fees for regional HMIS lead organizations;
- Selecting state administrators of the HMIS System.
- Selecting and contracting with an HMIS software vendor.

Affiliated Documents/Agreements/Plans

LSNDC Articles of Incorporation and By-laws

Louisiana Statewide HMIS Joint Governance Agreement

LSNDC Standard Policies and Procedures

Policy 1.2 Fiscal Management

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Board

Purpose and Scope

This policy establishes requirements for the LSNDC Board regarding financial management of the corporation.

Policy Statement

In relation to fiscal management, the Board is the final decision making authority of the LSNDC. All financial activities will be documented through General Accounting Principles and comply with financial regulatory requirements as applicable.

Procedure

The LSNDC Board shall adopt a budget; continuously monitor the operation of that budget and recommend appropriate changes therein during the fiscal year; supervise the financial operations of the corporation; and examine the report of the independent public accountants auditing the Corporation's accounts or the accounts.

The LSNDC Board has the authority to contract with a fiscal agency to perform the day to day financial activities of the corporation. The Fiscal Agency will be required to follow the equivalent financial guidelines as the corporation and must be audited annually by an independent public accountant.

The Fiscal Agent shall provide and ensure compliance of all financial policy and procedures and has the following responsibilities:

- Have custody of the funds of the Corporation.
- Shall see to the deposit of all monies and securities to the credit of the Corporation in such depositories as may be designated by the Board of Directors and shall keep full and accurate accounts thereof and of all other financial matters of the Corporation.

- Shall render a full report of transactions conducted to the Treasurer whenever required by the Board of Directors. The books and accounts of the Treasurer shall at all times be open to the Board of Directors and to such persons as such Board may designate to inspect the same.

Affiliated Documents/Agreements/Plans

LSNDC Contract with Fiscal Agent

LSNDC Standard Policies and Procedures

Policy 1.3 LSNDC State System Administrator Lead Organization

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Board

Purpose and Scope

This policy establishes requirements for the HMIS Lead Organization regarding administration and management of the State LSNDC State System Administrator.

Policy Statement

The LSNDC Board will contract with one or more organizations to provide LSNDC State System Administrator services (SSA). The organization(s) will be responsible for providing management and supervision of the SSA and adhering to the terms of the contract executed by LSNDC.

Procedure

The LSNDC Board, or its appointed committee, will identify a lead organization that is positioned to furnish release time for a Regional LSNDC System Administrator to perform the duties of the LSNDC State System Administrator for up to a maximum of 250 hours per fiscal year. The LSNDC shall reimburse the Lead Organization for expenses incurred by the release time of the LSNDC SSA, as identified in the terms of the contract between the LSNDC Board and the Lead Organization. The Lead Organization will be responsible for ensuring the LSNDC SSA performs the duties assigned to the position and documents services in accordance with the contract. The Lead Organization must also agree to terms of non-discrimination practices stated in the contract.

Affiliated Documents/Agreements/Plans

LSNDC Contract with Statewide System Administrator Organization

LSNDC Standard Policies and Procedures

Policy 1.4 State LSNDC System Administrator

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Board

Purpose and Scope

This policy establishes requirements for the LSNDC State System Administrator(s) regarding access and usage of the LSNDC System as well as the responsibilities for stewardship of the LSNDC System.

Policy Statement

The State Administrator(s) will be responsible for providing management and supervision of the LSNDC HMIS Statewide System and has full access to all user and administrative functions across the State. Statewide System Administrator services are necessary for executing practices and policies set by the Board and providing direct support to Regional LSNDC System Administrators. In the absence of the State LSNDC System Administrator(s), the LSNDC Board President and/or the Executive Committee will designate a back-up staff person, until a new State Administrator is determined.

Procedure

The State LSND C System Administrator(s) is responsible for providing the following services:

- Managing the day-to-day operations of the LSND C System.
- Responding to all system-wide questions and issues.
- Providing quality assurance reports to the LSND C Board.
- Manage system availability as informed by HMIS software vendor.
- Building Agency Assessments upon written request from Regional LSND C System Administrators.
- Issuing Regional User Licenses to Regional LSND C System Administrator.
- Ensuring that the LSND C System, as a whole, is adhering to relevant HUD HMIS Data and Technical Standards.
- Providing support to Regional LSND C System Administrators upon request.
- Managing version controls.
- Reporting regional data quality issues to Regional LSND C System Administrator to ensure timely correction and support.
- Managing password recovery to Regional LSND C System Administrators.
- Performing other duties assigned by the LSND C Board of Directors.

Affiliated Documents/Agreements/Plans

LSND C Contract with Statewide System Administrator Organization

Louisiana Statewide HMIS Joint Governance Agreement

LSND C Standard Policies and Procedures

LSND C Agency Participation Agreement

LSND C Data Quality Plan

LSND C Information Privacy Plan

LSND C System Security Plan

Policy 1.5 Regional HMIS Lead Agency

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: Regional CoC

Purpose and Scope

This policy establishes requirements for the Regional HMIS Lead Agency regarding administration and management of the LSND C System at the CoC level.

Policy Statement

The local Continuum of Care, led by the CoC's Collaborative Applicant, shall designate an agency to operate the LSND C System locally. It is the role of the Regional HMIS Lead Agency to manage the HMIS at the regional level, under the oversight of the CoC Lead Organization established by the Collaborative Applicant, and be compliant HMIS operations and requirements specified in the HUD CoC Program interim rule, per Section 578.57.

Procedure

The Regional HMIS Lead Agency is responsible for, but not limited to, the following duties:

- Comply with the terms of the Louisiana Statewide HMIS Joint Governance Agreement.
- Act as the fiduciary for the operation of LSND C System locally.
- House the Regional System Administration and provide oversight of day-to-day operations.
- Manage the HMIS process locally, under the oversight of the CoC, and ensure local compliance with the LSND C Data Quality Plan, LSND C System Security Plan, and the LSND C Information Privacy Plan.

- Enter into a contractual agreement, the LSNDNC Agency Partner Agreement, with organizations participating in HMIS within the CoC.
- Convene/coordinate End User Meetings and local group trainings.
- Provide data and collaborate with CoC and other community partners on homeless initiatives.
- Certify compliance and implementation of HUD HMIS Data Standards locally.
- Ensure the HMIS Participating Agencies receive timely and adequate technical support to optimize use of the system.
- Provide ongoing support to the Participating Agencies through training on the system and ongoing telephone Help Desk functions. Support will be established regionally at the Continuum of Care level. The Regional LSNDNC System Administrator will acknowledge the receipt of inquiries in a timely manner.
- Provide access to documentation and manuals regarding the use of the LSNDNC System.

Affiliated Documents/Agreements/Plans

LSNDNC Agency Participation Agreement

HMIS Governance Charter

LSNDNC Standard Policies and Procedures

LSNDNC Data Quality Plan

LSNDNC Information Privacy Plan

LSNDNC System Security Plan

Policy 1.6 Regional LSNDNC System Administrator

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: Regional Lead Agency Operating LSNDNC Locally

Purpose and Scope

This policy establishes requirements for the Regional LSNDNC System Administrator regarding access and usage of the LSNDNC System as well as the responsibilities for stewardship of the LSNDNC System.

Policy Statement

Each Continuum of Care must identify a Lead Agency to administer the LSNDNC System within the designated jurisdiction, and the Regional Lead Agency must designate a staff member as the Regional LSNDNC System Administrator to guide the system. The local administrator shall have regional administrative access. All Regional LSNDNC System Administrators have full access to all agency records within their CoC and may have access to other Continua within the LSNDNC system, where appropriate.

Procedure

The Regional LSNDNC System Administrator is responsible for, but not limited to, performing the following duties:

- Managing the day-to-day operations of the LSNDNC System at the regional level.
- Signing and understanding the LSNDNC End User Agreement.
- Supporting Participating Agencies, and its end users, in the use of LSNDNC System, address all questions and issues in a timely fashion.
- Communicating all pertinent statewide and regional LSNDNC information to the LSNDNC system end users within the service region.
- Providing training for staff of Participating Agencies on LSNDNC System standards, policies, and practices.
- Ensuring the LSNDNC End User Agreement is issued, read, and signed prior to the issuance of LSNDNC system software licenses.

- Issuing LSNDC system software licenses.
- Manage notification of upgrades and updates to end users.
- Monitor data quality, and ensure the Participating Agencies are adhering to the minimum standards set in the LSNDC Data Quality Plan.
- Manage password recovery for LSNDC end users
- Prepare formal reports for the local Continuum of Care, where needed.
- Mine database to respond to authorized requests of information, where feasible.
- Ensure participating providers are adhering to relevant HUD HMIS Data and Technical Standards.
- Perform onsite monitoring for Participating Agency to verify LSNDC standards and practices are being followed. Visits should be conducted annually at a minimum.
- Train all users on HUD updates and changes to HMIS Data Standards
- Advise and provide technical assistance for initiatives that use the LSNDC system for managing human service data, including Coordinated Entry
- Participate in LSNDC Technical Committee conference calls to share and benefit from lessons learned across state.
- Attend LSNDC Regional System Administrator trainings, whenever feasible.
- Report database problems/successes to State LSNDC System Administrator.
- Work with State System Administrator on statewide reporting requests.

Affiliated Documents/Agreements/Plans

LSNDC Contract with Statewide System Administrator Organization

Louisiana Statewide HMIS Joint Governance Agreement

LSNDC Standard Policies and Procedures

LSNDC Agency Participation Agreement

LSNDC Data Quality Plan

LSNDC Information Privacy Plan

LSNDC System Security Plan

LSNDC End User Agreement

Policy 1.7 Participating Agency

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSNDC Regional System Administrator

Purpose and Scope

This policy establishes requirements for the Participating Agency regarding access and usage of the LSNDC System as well as the responsibilities for stewardship of the LSNDC System.

Policy Statement

Each Regional Continuum of Care shall identify and solicit the participation of human service providers who contribute to the CoC's ability to measure system performance and progress towards ending homelessness. Each Participating Agency will be accountable for adherence to the minimum data collection and technical standards set by the LSNDC System and the Regional Continuum of Care, where applicable, as detailed in the Standard Operating Policies, LSNDC Data Quality Plan, LSNDC Information Privacy Plan, and LSNDC System Security Plan.

Procedure

Participating Agencies are to include, but are not limited to, providers of emergency shelters services, transitional housing programs, homeless outreach services, permanent housing providers, homeless prevention programs, and coordinated entry. In addition, each region may identify other service providers that could benefit from inclusion in the LSNDC system.

Before an agency can join the LSNDC System, a Participating Agency Agreement with the Regional Continuum of Care must be signed and all policies and accompanying documentation

must be adopted. The Participating Agency Agreement outlines responsibilities and duties of the LSND C and Participating Agency, including requirements for all aspects of system access and use, terms and duration of access, and an agreement to abide by all provisions contained therein. The signed Agreement must be kept on file by the Regional LSND C System Administrator agency. Only authorized Participating Agencies will be granted licenses to gain access to the LSND C System. The Participating Agency will be responsible for oversight of its own related confidentiality requirements and bears primary responsibility for ensuring that internal and external data-sharing practices align with the minimum requirements established by the LSND C Information Privacy Plan, or Regional CoC where applicable. Participating Agencies are responsible for maintenance of their computer hardware and internet connectivity.

Affiliated Documents/Agreements/Plans

LSND C Contract with Statewide System Administrator Organization

Louisiana Statewide HMIS Joint Governance Agreement

LSND C Standard Policies and Procedures

LSND C Agency Participation Agreement

LSND C Data Quality Plan

LSND C Information Privacy Plan

LSND C System Security Plan

LSND C End User Agreement

LSND C Release of Information

Policy 1.8 Agency Administrator

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSND C Regional System Administrator

Purpose and Scope

This policy establishes requirements for the Agency Administrator regarding communication, access and usage of the LSND C System within the Agency Administrator's Participating Agency.

Policy Statement

Each Participating Agency may identify a staff member to be the LSND C Agency Administrator. The LSND C Agency Administrator is the single point of contact for communication purposes and is responsible for ensuring the Participating Agency is adhering to the LSND C System standards, policies, and practices, as they pertain to the scope of responsibilities of the Participating Agency.

Procedure

The Regional LSND C System Administrator may delegate some system administration oversight responsibilities to an LSND C system end user for a Participating Agency. The Executive Director must submit in writing the name and contact information of the LSND C Agency Administrator to the Regional LSND C System Administrator. The Executive Director must notify the Regional LSND C System Administrator of changes in personnel in writing within one business day. If it is determined that the appointed LSND C Agency Administrator does not have the capacity to fulfill the obligations of this role, alternative arrangements must be made with the Regional LSND C System Administrator to ensure the Participating Agency is compliant with the LSND C System standards, policies, and practices.

Minimal guidelines for an Agency Administrator (AA) are as follows:

- Must have email, internet access, and a LSND C User License.
- May manage agency user authentication, with the responsibility of adding and removing licensed users for their agency, at the discretion of the Regional CoC.
- LSND C System access must be revoked immediately upon termination from agency, placement on disciplinary probation, or upon any change in duties not necessitating

access to LSND System information. All changes must be relayed in writing to the Regional LSND System Administrator within 24 hours.

- Must be technically proficient with a web-based MIS since he/she will be responsible for maintaining the Participating Provider's LSND System site
- Has access to all client data, user data and agency administration information for the Participating Provider; thus, the AA is responsible for the quality and accuracy of these data.
- Ensures the stability of the agency connection to the Internet and ServicePoint, either directly or in communication with other technical professionals
- Provides support for the generation of agency reports
- Monitors and enforces compliance with HUD HMIS Data and Technical Standards of client confidentiality and ethical data collection, entry, and retrieval at the agency level.
- Notifies the Regional LSND System Administrator with questions or problems that appear to be related to errors in the LSND System

Affiliated Documents/Agreements/Plans

LSND Standard Policies and Procedures

LSND Agency Participation Agreement

LSND Data Quality Plan

LSND Information Privacy Plan

LSND System Security Plan

LSND End User Agreement

LSND Release of Information

Policy 1.9 LSND User

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSND Regional System Administrator

Purpose and Scope

This policy establishes requirements for the LSND User regarding access and usage of the LSND System as well as the responsibilities for stewardship of the LSND System.

Policy Statement

Only authorized persons have access to the LSND System. Access authorization is established through the assigned role of the LSND User and the issuance of a HMIS software license.

Procedure

All LSND Users will have access to LSND data that is appropriate to the duties of their position, wherein client and service information can be recorded and accessed on a "need to know" basis. Multiple access levels are available allowing for more or less restrictive access to client data. Each Agency Administrator and/or Executive Director, with the guidance of the LSND Regional System Administrator, where appropriate, shall select an appropriate level of access for each LSND User license issued. Each User will complete a training course and sign the LSND User Agreement prior to gaining access to the LSND System. The LSND User Agreement outlines responsibilities and duties of the LSND and User, including requirements for all aspects of system access and use, terms and duration of access, and an agreement to abide by all provisions contained therein.

The User is responsible for, but not limited to, the following:

- Adhering to the relevant LSND Standard Policies and Procedures as outlined in this document.
- Adhering to all LSND policies as detailed in the LSND User Agreement.
- Securing his/her log-in information so that it will not be shared with another including administrators or other staff, in accordance with the LSND System Security Plan.

- Disclosing LSND C participation and data usage to all clients prior to collection and entry, in accordance with the LSND C Information Privacy Plan and the LSND C ROI.
- Entering and updating client data in accordance with the LSND C Data Quality Plan.
- Notifies the Regional LSND C System Administrator with questions or problems that appear to be related to errors in the LSND C System, if and Agency Administrator has not been established by the Participating Agency.

Affiliated Documents/Agreements/Plans

LSND C Policies

LSND C Agency Participation Agreement

LSND C Data Quality Plan

LSND C Information Privacy Plan

LSND C System Security Plan

LSND C End User Agreement

LSND C Release of Information

Policy 1.10 HMIS Software Vendor

Effective Date: October 1, 2017

Last Revision: September 20, 2017

Responsible Party: LSND C Board

Purpose and Scope

This policy establishes requirements and responsibilities of the HMIS software vendor to design, support, secure, and maintain the LSND C system.

Policy Statement

The HMIS software vendor is the company responsible for the HMIS software and securing the servers that house the HMIS database. The LSND C contracts with an HMIS software vendor to meet the needs of the system participants and ensure compliance with HUD HMIS Data and Technical Standards.

Procedure

The HMIS software vendor, *ServicePoint™*, holds the contract for the HMIS with the LSND C and invoices the LSND C and regional HMIS lead organization separately. The contract is renewed no less than annually. The LSND C system uses is a server based system and all application level data backups are the vendor's responsibility. HMIS Software Vendor will provide a highly available HMIS and will inform users in advance of any planned interruption in service. HMIS Software Vendor ensures availability of customer data in the event of a system failure. The HMIS vendor also ensures that the data is protected from unauthorized intrusions.

Affiliated Documents/Agreements/Plans

LSND C Contract with HMIS Software Vendor

LSND C System Security Plan

Appendix A

Louisiana Services Network Data Consortium (LSNDC)

Board Membership List (Effective 9/20/2017)

**Louisiana Services Network Data Consortium (LSNDC)
Board of Directors Membership List**

Effective Date: September 20, 2017

REGION BOS – Balance of State CoC

Parishes: Allen, Ascension, Beauregard, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Iberville, Jefferson Davis, Natchitoches, Plaquemines, Pointe Coupee, Sabine, St. Bernard, West Baton Rouge, West Feliciana

CoC

Gordon Levine, Housing Finance Manager
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808
Phone: (225) 763-8700

HMIS

Eric Gammons, BoS System Administrator
Capital Area Alliance for the Homeless
153 N. 17th Street
Baton Rouge, LA 70802
Phone: (337) 255-5448

REGION I AND X - New Orleans/Jefferson Parish CoC

Parishes: Orleans and Jefferson

CoC

Robbie Keen, Director of Research
UNITY of Greater New Orleans
2475 Canal Street, Suite 300
New Orleans, LA 70119
Phone: (504) 821-4496x115

HMIS

Mr. Clifton Harris, HMIS Director
VIA LINK
2820 Napoleon Avenue
New Orleans, LA 70115
Phone: (504) 897-4877

REGION III - Houma-Terrebonne CoC

Parishes: Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, Terrebonne

CoC

Tara Nolan, Case Manager
Gulf Coast Social Services
320 Progressive Boulevard
Houma, LA 70360
Phone: (985) 851-4488

HMIS

Brooke Guidry, Operations Director
Start Corporation
420 Magnolia Street
Houma, LA 70360
Phone: (985) 879-3966

REGION IV - Lafayette/Acadiana CoC

Parishes: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermillion

CoC

Leigh Rachal, Executive Director
Acadiana Regional Coalition on
Homelessness & Housing
P.O. Box 3936
Lafayette, LA 70502
Phone: (337) 967-0995

HMIS

Andrew Zegura, HMIS System Administrator
Catholic Services of Acadiana
405 St. John Street
Lafayette, LA 70501
Phone: (337) 235-4972x105

REGION VI - Alexandria/Central Louisiana CoC

Parishes: Avoyelles, Catahoula, Concordia, Grant, La Salle, Rapides, Vernon, Winn

CoC

Kendra Gauthier, Executive Director
Central Louisiana Homeless Coalition
P.O. Box 1303
Alexandria, LA 71309
Phone: (318) 443-0500

HMIS

Megan Vets, Database Administrator
Central Louisiana Homeless Coalition
P.O. Box 1303
Alexandria, LA 71309
Phone: (318) 443-0500

REGION VII - Shreveport/Bossier/Northwest CoC

Parishes: Bienville, Bossier, Caddo, Claiborne, De Soto, Natchitoches, Red River, Webster

CoC

Christa Pazzaglia, Executive Director
HOPE Connections
2350 Levy Street
Shreveport, LA 71103
Phone: (318) 670-4591

HMIS

Tosha Stamps, Director of System Outcomes
HOPE Connections
2350 Levy Street
Shreveport, LA 71103
Phone: (318) 670-4591

REGION VIII - Monroe/Northeast Louisiana CoC

Parishes: Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll

CoC

Sarah Johnson, Program Coordinator
HOME Coalition
107 Ashford Drive, Apt.831
West Monroe, LA 71291
Phone: (318) 547-0407

HMIS

Kattina Trosclair, HMIS System Administrator
The Wellspring
1515 Jackson Street
Monroe, LA 71202
Phone: (318) 807-6200

REGION IX - Slidell/Livingston/Southeast Louisiana CoC

Parishes: Livingston, St. Helena, St. Tammany, Tangipahoa, Washington

CoC

Amanda Mills, Executive Director
Northlake Homeless Coalition
P.O. Box 53
Mandeville, LA 70471
Phone: (985) 626-6681

HMIS

Erin Matheny, Director
Northlake HMIS Data Project
Southeastern Louisiana University
SLU Box 10509
Hammond, LA 70402
Phone: (985) 549-5373

Appendix B

Louisiana Services Network Data Consortium (LSNDC)

Data Quality Plan, v2.0 (Effective 10/1/2016)

Data Quality Plan

Louisiana Services Network Data Consortium
Version 2.0

Effective Date:
October 1, 2016

Developed by:
LSNDC Policy Committee

Adopted by:
LSNDC Board of Directors
On August 5, 2016

Introduction

This document serves as the Homeless Management Information System (HMIS) Data Quality Plan for the Continuum of Care (CoCs) served by the Louisiana Services Network Data Consortium (LSNDC) and shall be used in concert with the policies listed in the LSNDC Policies and Standard Operating Procedures. The plan is prepared and maintained by the LSNDC Board of Directors and shared with the CoCs of Louisiana to adopt and implement. The plan standardizes the baseline requirements for ensuring accuracy, timeliness, and completeness of information maintained within the LSNDC HMIS database. The protocols identified within the plan are in accordance with the requirements set by the United States Department of Housing and Urban Development (HUD) and detailed in the 2014 HUD Data and Technical Standards, specifically the HMIS Data Standards Manual, the HMIS Project Descriptor Data Elements Manual, and the Program Specific HMIS Manuals for the various federal partners identified in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. It is not the intention of the plan to preclude or supersede additional requirements identified by the CoC or contributing HMIS organization. The plan shall be reviewed and revised no less than once a year, with consideration given to the scheduled releases of HMIS Data Standard updates published by HUD.

As CoCs shift towards more data-informed approaches to ending homelessness, the value and necessity for strong HMIS data quality increases. Data quality that is timely, complete, and accurate provides CoCs with statistically valid and reliable data about the communities they serve. CoCs must have clear and concise information to evaluate progress towards meeting local, state, and federal benchmarks, as well as effectively serving clients within their jurisdictions and coordinating their paths to stable, permanent housing.

The purpose of the LSNDC Data Quality Plan is to ensure each CoC within the state of Louisiana has defined baseline expectations for both the community and end users to capture reliable and valid data about persons accessing the homeless assistance system. Additionally, compliance with the LSNDC Data Quality Plan validates with the CoC's compliance with the HMIS data standards set by HUD and their relevant federal partners.

Glossary of Terms:

APR	Annual Performance Report	PATH	Projects for Assistance in Transition from Homelessness
CoC	Continuum of Care	PDDE	Program Descriptor Data Elements
ESG	Emergency Solutions Grants	PSDE	Program Specific Data Element
HMIS	Homeless Management Information System	QPR	Quarterly Performance Report
HOPWA	Housing Opportunities for Persons with AIDS	RHY	Runaway Homeless Youth
HUD	Dept of Housing and Urban Development	SSVF	Supportive Services for Veteran Families
LSNDC	Louisiana Services Network Data Consortium	UDE	Universal Data Element

Referenced Materials:

The plan includes hyperlinks to manuals and ancillary documents published by HUD and relevant federal partners.

- [2014 HMIS Data Standards Manual](#), U.S. Department of Housing and Urban Development
- [CoC Program HMIS Manual](#), U.S. Department of Housing and Urban Development
- [ESG Program HMIS Manual](#), U.S. Department of Housing and Urban Development
- [HMIS Data Standards Dictionary](#), U.S. Department of Housing and Urban Development
- [HMIS Project Descriptor Data Elements](#), U.S. Department of Housing and Urban Development

- [HMIS Standard Reporting Terminology Glossary](#), U.S. Department of Housing and Urban Development
- [PATH Program HMIS Manual](#), U.S. Department of Health and Human Services
- [RHY Program HMIS Manual](#), U.S. Department of Health and Human Services
- [VA Program HMIS Manual](#), U.S. Department of Veterans Affairs

Data Quality 1.0: Data Quality Plan Definition

Effective Date: October 01, 2016

Last Revision: October 01, 2016

A data quality plan is the document that facilitates the ability of Louisiana Services Network Data Consortium (LSNDC) to achieve statistically valid, reliable data. LSNDC Data Quality Plan follows the requirements of the current Federal [HMIS Data Standards Manual](#) and the Project Descriptor and [Program Specific HMIS Manuals](#). This plan is subject to change to accommodate new standards released by HUD.

The plan:

- Identifies the responsibilities of all parties within LSNDC that affect data quality
- Establishes specific data quality benchmarks for timeliness, completeness, and accuracy
- Describes the procedures that the LSNDC will take to implement the plan and monitor progress to meet data quality benchmarks.

Data Quality 1.1: Timeliness Requirements

Effective Date: October 01, 2016

Last Revision: October 01, 2016

All data shall be entered into the HMIS in a timely manner to ensure access to data when it is needed for reporting purposes. To that end, the following timeliness benchmark is set forth:

General Standard:

All HMIS participating projects will ensure entry/exits, services, and Universal Data Elements are at minimum completed within 5 business days of project entry/exit.

Exceptions:

1. *Emergency Shelters:* All HMIS Participating Emergency Shelter projects will ensure entry/exits, services, and Universal Data Elements are completed within 2 business days of initial contact.
2. *Outreach Projects:* All HMIS Participating Outreach projects will ensure entry of limited basic demographics as provided by client and services within 5 business days of initial contact.
3. *Legacy Data:* There will be a grace period determined on a case by case basis for how quickly the data should be entered into the HMIS. Legacy Data is information stored in an old or obsolete format or computer system that is, therefore, difficult to access or process and requires more time for a project to enter data

Data Quality 1.2: Completeness Overview

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Complete HMIS data is necessary to fully understand the demographic characteristics and service use of persons in the system. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness, including ability for CoCs to address HUD System Performance Measures, including:

- Unduplicated counts of clients served at the regional level;
- Patterns of use of participants entering and exiting the homeless assistance system;
- Evaluation of the effectiveness of CoC homeless systems locally and statewide; and

- Effectively producing data to reach benchmarks to end homelessness.

Data Quality 1.2.1: Completeness Requirements for Project Descriptor Data Elements (PDDE)

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Project Descriptors include information about projects that are required for reporting purposes and enhance the HMIS as a tool for supporting information and referral services.

General Standard:

All Project Descriptor Data Elements are required as part of basic administrative setup of projects utilizing the LSNDC, no null/missing Project Descriptor Data Elements are allowed. The PDDE's should be entered no later than 5 days from the time the Provider is created in the LSNDC. They should also be reviewed annually and any changes should be recorded.

For a listing of the Project Descriptor Data Elements please see the [HMIS Project Descriptor Data Elements Manual](#) for detailed listing and explanation of each element.

- 2.1 Organization Identifiers
- 2.2 Project Identifiers
- 2.3 Continuum of Care Code
- 2.4 Project Type
- 2.5 Method for Tracking Emergency Shelter Utilization
- 2.6 Federal Partner Funding Sources
- 2.7 Bed and Unit Inventory Information
- 2.8 Site Information - Optional
- 2.9 Target Population – Optional

Data Quality 1.2.2: Completeness Requirements for All Clients Served

Effective Date: October 01, 2016

Last Revision: October 01, 2016

It is the expectation that all clients receiving homeless assistance will have their service delivery documented in the HMIS.

General Standard:

All projects using the HMIS shall enter data on all clients in accordance with the newest relevant [HMIS Data and Technical Standards](#) of the [2014 HMIS Data Standards Manual](#), [HMIS Data Standards Data Dictionary](#), and [Program Specific HMIS Manuals](#). Anonymous entry is discouraged and should only be allowed when absolutely necessary.

Exceptions:

1. Non-Federally funded projects are required to have a minimum of 80% of each Universal Data Element on all clients.
2. Homeless Service Providers whose primary target population is victims of domestic violence are currently collecting data and providing non-identifiable data to the local CoC are statutorily disallowed from entering client data into the HMIS
3. If a client refuses to have information input into the HMIS, the Homeless Service Provider is responsible to choose "Client refused" for those data elements being refused. The Homeless Service Provider is not held responsible for client refusal, although some reporting tools may consider "client refused" as a null value. For additional information please refer to the LSNDC Policies and Privacy Plan. Plan.

4. When agencies host special events (e.g. Christmas Baskets, Christmas Tree Programs, Easter Baskets, etc.) they are not required to record information on all clients who participate in the event.

Data Quality 1.2.3: Completeness Requirements of Universal Data Elements (UDE)

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Universal Data Elements are necessary to produce an unduplicated count of clients served, to provide accurate counts for various reporting requirements, including HUD CoC APR, the Annual Homeless Assessment Report (AHAR), ESG Consolidated Annual Performance and Evaluation Report (CAPER), SSVF Export, RHY Export, System Performance Measure reports, and other reporting requirements.

General Standard:

The acceptable percentage of Universal Data Elements without responses (i.e. null data) or with responses of 'Client doesn't know', 'Client refused' or "Data not collected" for all clients served in CoC, ESG, and HOPWA projects is 5 percent or less. Whenever a response is not listed for a required UDE, it will be treated as missing (or null) data. Documenting the reasons for not recording responses are important and missing data should be avoided.

Uses of non-reportable responses for UDEs -

- Response of *Client doesn't know (HUD)*: This response should be recorded whenever a client is asked a question, but he or she is unable to recall this information. For example, a client is asked about the number of times he has homeless on the streets, in ES, or SH in the past three years, but the client cannot quantify this number.
- Response of *Client refused (HUD)*: This response should be recorded whenever a client is asked a question, but he or she chooses to not disclose this information. For example, a client is asked about the number of times he has homeless on the streets, in ES, or SH in the past three years, but the client states he will not answer this question.
- Response of *Data not collected (HUD)*: this response should be recorded whenever a staff person does not ask the question or does not keep a record of the response. For example, a case manager is completing an intake with a future client, and she does not ask the client the number of times he has homeless on the streets, in ES, or SH in the past three years.

Exceptions:

1. *Outreach Programs*: Capture and record initial contact and any other contacts along with UDEs they are able to obtain.

Please refer to the [2014 HMIS Data Standards Manual](#) for more detailed information on the following UDEs; see Exhibit 1 of the plan for more specific detailed information about when and for whom this information should be recorded.

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.7 Veteran Status

- 3.8 Disabling Condition
- 3.917 Living Situation
- 3.10 Project Entry Data
- 3.11 Project Exit Data
- 3.12 Destination
- 3.13 Personal ID (System Generated)
- 3.14 Household ID (System Generated)
- 3.15 Relationship to Head of Household
- 3.16 Client Location

Data Quality 1.2.4: Completeness Requirements of Program Specific Data Elements (PSDE)

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Program Specific Data Elements are necessary to produce the HUD CoC, ESG, PATH, RHY and SSVF Federal Reports. These elements also ensure LSNDC has sufficient client data to conduct analysis on the extent and characteristics of the population(s) served.

General Standard:

The acceptable percentage of Program Specific Data Elements with “null/missing”, “Client doesn’t know” and “Client refused” is less than 5 percent for all clients served by a CoC, ESG, HOPWA, SSVF, and RHY programs and any other federally funded HMIS project. Please refer to the [2014 HMIS Data Standards Manual](#), [Program Specific Manuals](#) for each project type and the HMIS Standard Reporting Terminology Glossary for more detailed information.

The following PSDEs are required by more than one Federal partnering agency; see Exhibit 3 for specific requirements by each Federal partner.

- 4.1 Housing Status
- 4.2 Income and Sources
- 4.3 Non-Cash Benefits
- 4.4 Health Insurance
- 4.5 Physical Disability
- 4.6 Developmental Disability
- 4.7 Chronic Health Condition
- 4.8 HIV/AIDS
- 4.9 Mental Health Problem
- 4.10 Substance Abuse
- 4.11 Domestic Violence
- 4.12 Contact
- 4.13 Date of Engagement
- 4.14 Services Provided
- 4.15 Financial Assistance Provided
- 4.16 Referrals Provided
- 4.17 Residential Move-In Date
- 4.18 Housing Assessment Disposition
- 4.19 Housing Assessment at Exit

Data Quality 1.3 Accuracy

Effective Date: October 01, 2016

Last Revision: November 02, 2012

The purpose of accuracy is to ensure that the data in the LSNDC HMIS is the best possible representation as it relates to clients and the programs that serve them.

General Standard:

All data entered into the LSNDC HMIS shall be a reflection of information provided by the client, as documented by the intake worker or otherwise updated by the client and documented for reference. Deliberately recording inaccurate information is strictly prohibited.

Data Quality 1.3.1: Consistency in Accuracy

Effective Date: October 01, 2016

Last Revision: November 02, 2012

The purpose is to ensure that data is understood, collected, and entered consistently across all programs in the HMIS. Consistency directly affects the accuracy of data.

General Standard:

All data elements in the LSNDC HMIS shall be collected and entered in a common and consistent manner across all programs.

Data Quality 1.4: Monitoring

Effective Date: October 01, 2016

Last Revision: October 01, 2016

The purpose of monitoring is to ensure that agencies are following the data quality standards agreed upon by LSNDC and are meeting expected benchmarks as described by the LSNDC Data Quality Plan.

General Standard:

Data Elements will be monitored on at least a quarterly basis by local CoCs and system administrators to quickly identify and resolve issues that affect the timeliness, completeness, and accuracy of the client record. More frequent monitoring is encouraged. Use of ART data quality reports is recommended, but it is at the discretion of the CoC to determine which reports best fit the needs of the project types within the jurisdiction.

Data Quality 1.5 Incentives and Enforcement

Effective Date: October 01, 2016

Last Revision: October 01, 2016

The purpose of using incentives to reinforce the importance of good data quality.

General Standard:

CoCs are encouraged to develop an incentive program to entice contributing HMIS organizations to adhere to the data quality plan. Effective incentives for projects/users maintaining good data quality may include, but are not limited to, public acknowledgements at meetings or in newsletters, certificates or recognition, or bonus points for funding awards.

Exhibit 1: Universal Data Element Collection Summary

Data Element	Collected For				When Collected			
	All	HoH	HoH and Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1 Name	X				X			
3.2 Social Security Number	X				X			
3.3 Date of Birth	X				X			
3.4 Race	X				X			
3.5 Ethnicity	X				X			
3.6 Gender	X				X			
3.7 Veteran Status				X	X			
3.8 Disabling Condition				X		X		
3.917 Living Situation			X			X		
3.10 Project Entry Date	X					X		
3.11 Project Exit Date	X							X
3.12 Destination			X					X
3.13 Personal ID	X				X			
3.14 Household ID	X					X		
3.15 Relationship to Head of Household	X					X		
3.16 Client Location		X				X	X	

**Program Specific Data Element Collection Summaries will be available for each federal partner program in the HMIS Program Manuals.

Exhibit 2: Federal Partner Grant Programs, Eligible Components/Activities and HMIS Project Types

This table serves as a source reference for:

1. Identification of all HMIS Federal Partner programs and components use of HMIS.
2. Identification of the Program and Program Component/Activity Abbreviations used throughout the Data Manual.
3. Identification of the HMIS Project Type [element 2.4] required association with each Component/Activity.

U.S. Department of Housing and Urban Development (HUD)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Continuum of Care for the Homeless (CoC)	Homelessness Prevention (HP)	Homelessness Prevention
	Permanent Supportive Housing (PSH) [Includes CoC - Shelter Plus Care (S+C) and Supportive Housing Program(SHP) – permanent housing with active funding and/or use requirements]	PH: - Permanent Supportive Housing (disability required for entry)
	Rapid Re- Housing (RRH)	PH - Rapid Re-Housing
	Supportive Services Only (SSO)	Services Only (unless Street outreach is funded then Street Outreach)
	Transitional Housing (TH) [Includes CoC SHP – transitional housing with active funding and/or use requirements]	Transitional Housing
	Safe Haven (SH)	Safe Haven
	SRO [20 year use requirement]	PH- Permanent Supportive Housing or PH - Housing Only (depending on whether services are provided).
Emergency Solutions Grants (ESG)	Emergency Shelter (ES) – Entry/Exit (ES-e/e) OR Night-by-Night (ES-nbn) [Includes ESG – Transitional Shelter (Housing)]	Emergency Shelter (Transitional Shelter = Transitional Housing program type, reported under Emergency Shelter)
	Homelessness Prevention (HP)	Homelessness Prevention
	Rapid Re-Housing (RRH)	PH - Rapid Re-Housing
	Street Outreach (SO)	Street Outreach
Housing Opportunities for Persons with AIDS (HOPWA)	Hotel/Motel (H/M)	Emergency Shelter
	Housing Information (HI)	Services Only
	Permanent Housing (PH)	PH - Permanent Supportive Housing
	Permanent Housing Placement (PHP)	Services Only
	Short Term Housing (STH)	Emergency Shelter
	Short Term Rent, Mortgage Utility Assistance (STRMU)	Homelessness Prevention
	Transitional Housing (TH)	Transitional Housing
HUD/VASH (H/V)	Permanent Supportive Housing (PSH)	PH - Permanent Supportive Housing
Rural Housing Stability	Rural Assistance (RA)	Undetermined at time of Data Standards Release

U.S. Department of Health and Human Services (HHS)

Administration for Children and Families (ACYF) -- Family and Youth Services Bureau (FYSB)		
Grant/Program	Component/Activity	HMIS PROJECT TYPE
Runaway and Homeless Youth (RHY)	Basic Center Program (BCP) Emergency Shelter (BCP-es) OR Prevention (BCP-p)	es = Emergency Shelter p=Homelessness Prevention
	Maternal Group Home (MGH)	Transitional Housing
	Street Outreach Program (SOP)	Street Outreach
	Transitional Living Program (TLP)	Transitional Housing
	Demonstration Programs (D)	Undetermined at time of Data Standards Release
Substance Abuse and Mental Health Services Administration (SAMHSA)		
Grant/Program	Component/Activity	HMIS PROJECT TYPE
Projects for Assistance in Transition from Homelessness (PATH)	Street Outreach (SO)	Street Outreach
	Supportive Services (SSO)	Services Only

U.S. Department of Veteran Affairs (VA)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Health Care for Homeless Veterans (HCHV)	Community Contract Emergency Housing (HCHV/EH)*	Emergency Shelter
	Community Contract Residential Treatment Program (HCHV/RT)*	Emergency Shelter
	Domiciliary Care (HCHV/DOM)*	Emergency Shelter
	VA Community Contract Safe Haven Program (HCHV/SH)*	Safe Haven
VA Funded Transitional Housing	Grant and Per Diem Program (GPD)*	Transitional Housing
	Compensated Work Therapy Transitional Residence (CWT/TR)*	Transitional Housing
Supportive Services for Veteran Families (SSVF)	Supportive Services for Veteran Families Homelessness Prevention	Homelessness Prevention
	(HP) Supportive Services for Veteran Families Rapid Re-Housing	PH - Rapid Re-Housing
*Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.		

Exhibit 3: Federal Partner Program Specific Data Element Tables

A. CoC HMIS Program Specific Data Element Table

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

#	Element	Homeless Prevention	PSH	Rapid Rehousing	SSO	Transitional Housing
4.2	Income and Sources	X	X	X	X	X
4.3	Non-Cash Benefits	X	X	X	X	X
4.4	Health Insurance	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X
4.12	Contact				+	
4.13	Date of Engagement				+	
4.17	Residential Move-in Date			X		
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit	X				
X = Data collection is required + = Data collection is required only for SSO components which are funded to provide Street Outreach ? = Data collection is determined by how the CoC has structured Coordinated Entry in the area. Use of element is required for any project conducting CE, either across multiple projects or through a centralized process.						

B. ESG HMIS Program Specific Data Element Table

All ESG recipients and sub-recipients are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

#	Element	Emergency Shelter (E/E)	Emergency Shelter (NBN)	Homeless Prevention	Rapid Rehousing	Street Outreach
4.2	Income and Sources	X		X	X	X
4.3	Non-Cash Benefits	X		X	X	X
4.4	Health Insurance	X		X	X	X

4.5	Physical Disability	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X
4.12	Contact		X			
4.13	Date of Engagement		X			
4.14E	Bed-Night Date		X			
4.17	Residential Move-in Date				X	
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit			X		
X = Data collection is required ? = Data collection is determined by how the CoC has structured Coordinated Entry in the area. Use of element is required for any project conducting CE, either across multiple projects or through a centralized process.						

C. PATH Program Specific Data Element Table

All PATH projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each PATH project are as shown below:

#	Element	Street Outreach	Services Only
4.1	Housing Status	X	X
4.2	Income and Sources	X	X
4.3	Non-Cash Benefits	X	X
4.4	Health Insurance	X	X
4.5	Physical Disability	X	X
4.6	Developmental Disability	X	X
4.7	Chronic Health Condition	X	X
4.8	HIV/AIDS	%	%
4.9	Mental Health Problem	X	X
4.10	Substance Abuse	X	X

4.11	Domestic Violence	X	X
4.12	Contact	X	X
4.13	Date of Engagement	X	X
4.14A	Services Provided – PATH Funded	X	X
4.16A	Referrals Provided - PATH	X	X
4.20	PATH Status	X	X
4.21	Connection with SOAR	X	X
X = Data collection is required			
% = Data collection is pending approval and collection is at the discretion of the grantee			

D. RHY Program Specific Data Element Table

All RHY projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each PATH project are as shown below:

#	Element	Basic Center Program (Emergency Shelter)	Basic Center Program (Prevention)	Maternity Group Home	Street Outreach Program	Transitional Living Program	DEMO
4.2	Income and Sources			X		X	X
4.3	Non-Cash Benefits			X		X	X
4.4	Health Insurance	X	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X	X
4.12	Contact				X		
4.13	Date of Engagement				X		
4.14B	Services Provided – RHY	X	X	X	X	X	X
4.16B	Residential Referrals Provided - RHY	X	X	X	X	X	X
4.22	RHY: BCP Status	X	X				
4.23	Sexual Orientation	X	X	X	X	X	X
4.24	Last Grade Completed	X	X	X		X	X
4.25	School Status	X	X	X		X	X
4.26	Employment Status	X	X	X		X	X
4.27	General Health Status	X	X	X		X	X

4.28	Dental Health Status	X	X	X		X	X
4.29	Mental Health Status	X	X	X		X	X
4.30	Pregnancy Status	X	X	X	X	X	X
4.31	Formerly a Ward of Child Welfare/Foster Care Agency	X	X	X		X	X
4.31	Formerly a Ward of Juvenile Justice System	X	X	X		X	X
4.32	Young Person's Critical Issues	X	X	X		X	X
4.33	Referral Source	X	X	X		X	X
4.34	Commercial Sexual Exploitation	X	X	X	X	X	X
4.35A	Commercial Labor Exploitation	X	X	X	X	X	X
4.3B	Transitions, Exit-care, or Aftercare Plan and Actions	X	X	X		X	X
4.36	Project Completion Status	X	X	X		X	X
4.37	Family Reunification Achieved	X	X	X		X	X
4.38		X	X	X		X	X
X = Data collection is required							

E. VA Program Specific Data Element Table

All VA-funded projects participating in HMIS are required to collect and enter Universal data elements. SSVF projects are required to collect and enter additional Program-Specific data elements; detailed information about HMIS data collection for SSVF may be found in the [SSVF HMIS Data Collection](#) section of the VA Data Guide, available on VA's SSVF University website.

#	Element	SSVF	HUD/VASH and HUD/VASH-OTH
4.2	Income and Sources	X	X
4.3	Non-Cash Benefits	X	X
4.4	Health Insurance	X	X
4.5	Physical Disability		X
4.6	Developmental Disability		X
4.7	Chronic Health Condition		X
4.8	HIV/AIDS		%
4.9	Mental Health Problem		X
4.10	Substance Abuse		X
4.11	Domestic Violence		X

4.14D	Services Provided – SSVF	X	X
4.15B	Financial Assistance – SSVF	X	X
4.17	Residential Move-in Date	X (RRH Only)	X
4.24	Last Grade Completed	X	X
4.26	Employment Status		X
4.27	General Health Status		X
4.41	Veteran's Information	X	X
4.42	Percent of AMI (SSVF Eligibility)	X	
4.43	Last Permanent Address	X	X
4.45	VAMC Station Number	X	X
4.48	SSVF HP Targeting	X (HP Only)	X
X = Data collection is required			

F. HOPWA Program Specific Data Element Table

All HOPWA projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each HOPWA project are as shown below:

#	Element	Hotel Motel	Housing Info	Permanent Housing	PH Placement	Short Term Housing	STRMU	TH
4.1	Housing Status	X	X	X	X	X	X	X
4.2	Income and Sources	X	X	X	X	X	X	X
4.3	Non-Cash Benefits	X	X	X	X	X	X	X
4.4	Health Insurance	X	X	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X	X	X
4.14C	Services Provided – HOPWA	X	X	X	X	X	X	X
4.15A	Financial Assistance - HOPWA				X		X	

Appendix C

Louisiana Services Network Data Consortium (LSNDC)

System Security Plan, v1.0 (Pending)

Appendix D

Louisiana Services Network Data Consortium (LSNDC)

Information Privacy Plan, v1.0 (Pending)

LA-509 CoC Application

3A-6. HDX-2018 Competition Report

Cover Sheet

Below please find the CoC's HDX-2018 Competition Report which has been modified to reflect the merger of LA-508 into LA-509 in 2017.

When possible, totals reflect LA-508 and LA-509's data.

2016 and 2017 cells have had a white box added with the following formula in it:

$$651 = 472 +$$

In this case, **651** is the total combined LA-508 and LA-509 number used in the CoC Application narrative

2018 HDX Competition Report

PIT Count Data for LA-509 - Louisiana Balance of State CoC

Total Population PIT Count Data

	2016 PIT		2017 PIT		2018 PIT
Total Sheltered and Unsheltered Count	651=472+	179	706=116+	590	575
Emergency Shelter Total	226=112+	114	254=48+	206	239
Safe Haven Total		0		0	0
Transitional Housing Total	309=298+	20	320=61+	259	202
Total Sheltered Count	535=401+	134	574=109+	465	441
Total Unsheltered Count	116=71+	45	132=7+	125	134

Chronically Homeless PIT Counts

	2016 PIT		2017 PIT		2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	46=46+	0	75=8+	67	101
Sheltered Count of Chronically Homeless Persons	12=12+	0	13=6+	7	39
Unsheltered Count of Chronically Homeless Persons	34=34+	0	62=2+	60	62

2018 HDX Competition Report

PIT Count Data for LA-509 - Louisiana Balance of State CoC

Homeless Households with Children PIT Counts

	2016 PIT		2017 PIT		2018 PIT	
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	16=9+	7	56=28+	28		16
Sheltered Count of Homeless Households with Children	11=9+	2	54=28+	26		14
Unsheltered Count of Homeless Households with Children	5=5+	5	2=0+	2		2

Homeless Veteran PIT Counts

		2011	2016	2017	2018	
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans		5	69=5+	5	82=12+	7096
Sheltered Count of Homeless Veterans		5	63=58+	5	66=10+	5685
Unsheltered Count of Homeless Veterans		0	6=6+	0	16=2+	1411

2018 HDX Competition Report
HIC Data for LA-509 - Louisiana Balance of State CoC

HMIS Bed Coverage Rate

2018 HDX Competition Report

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	355	76	159	56.99%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	289	3	217	75.87%
Rapid Re-Housing (RRH) Beds	855	0	850	99.42%
Permanent Supportive Housing (PSH) Beds	730	34	657	94.40%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	2,229	113	1883	88.99%

2018 HDX Competition Report

HIC Data for LA-509 - Louisiana Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	2016 BR CoC App 73 beds	0 91=0+ 91	99

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	112=103+ 9	37=10+ 10	129

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	139	62=27= 45	855

Rapid Rehousing Beds Dedicated to All Persons

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for LA-509 - Louisiana Balance of State CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	1254	1201	33	38	5	13	14	1
1.2 Persons in ES, SH, and TH	1823	1574	86	73	-13	31	24	-7

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1245	1195	64	119	55	16	20	4
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1807	1584	118	142	24	38	41	3

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	2	1	50%	0	0%	0	0%	1	50%
Exit was from ES	139	26	19%	13	9%	13	9%	52	37%
Exit was from TH	80	12	15%	4	5%	3	4%	19	24%
Exit was from SH	0	0		0		0		0	
Exit was from PH	51	7	14%	2	4%	10	20%	19	37%
TOTAL Returns to Homelessness	272	46	17%	19	7%	26	10%	91	33%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	179+472= 651	590+116= 706	411 +55
Emergency Shelter Total	114+112= 226	206+48= 254	92 +28
Safe Haven Total	0	0	0
Transitional Housing Total	20+289= 309	259+48= 307	239 -2
Total Sheltered Count	134+401= 535	465+109= 574	331 +39
Unsheltered Count	45+71= 116	125+7= 132	80 +16

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1868+424= 2292	1601	-267 -691
Emergency Shelter Total	1258+359= 1617	1207	-51 -410
Safe Haven Total	0	0	0
Transitional Housing Total	696+82= 778	432	-264 -346

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	173+104= 277	276	103 -1
Number of adults with increased earned income	0+1= 1	6	6 +5
Percentage of adults who increased earned income	0% 0.3%	2%	2% 1.7%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	173+104= 277	276	103 -1
Number of adults with increased non-employment cash income	2+9= 11	54	52 +43
Percentage of adults who increased non-employment cash income	1% 4%	20%	19% 16%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	173+104= 277	276	103 -1
Number of adults with increased total income	2+10= 12	56	54 +44
Percentage of adults who increased total income	1% 4%	20%	19% 16%

Metric 4.4 – Change in earned income for adult system leavers

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	303+21= 324	229	-74 -95
Number of adults who exited with increased earned income	114	44	-70
Percentage of adults who increased earned income	38% 35%	19%	-19% -16%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	303+21= 324	229	-74 -95
Number of adults who exited with increased non-employment cash income	12+6= 18	16	4 -2
Percentage of adults who increased non-employment cash income	4% 6%	7%	3% 1%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	303+21= 324	229	-74 -95
Number of adults who exited with increased total income	125+6= 131	58	-67 -73
Percentage of adults who increased total income	41% 40%	25%	-16% -15%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1676+397= 2073	1477	-199 -596
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	368+74= 442	354	-14 -88
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1308+323= 1631	1123	-185 -508

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1925+467= 2392	2302	377 -90
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	391+92= 483	399	8 -84
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1534+375= 1909	1903	369 -6

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	43	31	-12
Of persons above, those who exited to temporary & some institutional destinations	3	0	-3
Of the persons above, those who exited to permanent housing destinations	17	16	-1
% Successful exits	47%	52%	5%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1655+398= 2053	1595	-60 -458
Of the persons above, those who exited to permanent housing destinations	584+138= 722	597	13 -125
% Successful exits	35%	37%	2%

Metric 7b.2 – Change in exit to or retention of permanent housing

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	391+238= 629	507	116 +122
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	356+225= 581	469	113 -112
% Successful exits/retention	91% 92%	93%	2% 1%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

LA-509 - Louisiana Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	294	338	255	236	743	664	510	408	732	680	722	626	13	39	139	45				
2. Number of HMIS Beds	232	259	183	154	433	413	377	352	667	676	589	565	13	39	139	40				
3. HMIS Participation Rate from HIC (%)	78.91	76.63	71.76	65.25	58.28	62.20	73.92	86.27	91.12	99.41	81.58	90.26	100.00	100.00	100.00	88.89				
4. Unduplicated Persons Served (HMIS)	1640	1766	1786	908	604	581	498	367	357	337	322	648	0	188	178	697	1	20	14	1640
5. Total Leavers (HMIS)	1443	1624	1552	866	412	425	398	266	102	104	58	105	0	135	94	205	0	0	0	214
6. Destination of Don't Know, Refused, or Missing (HMIS)	927	1080	869	589	108	101	129	22	12	18	5	11	0	0	0	0	0	0	0	191
7. Destination Error Rate (%)	64.24	66.50	55.99	68.01	26.21	23.76	32.41	8.27	11.76	17.31	8.62	10.48		0.00	0.00	0.00				89.25

2018 HDX Competition Report

Submission and Count Dates for LA-509 - Louisiana Balance of State CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/22/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

2018 HDX Competition Report

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LA-509 CoC Application

3B-2. Order of Priority – Written Standards

Cover Sheet

The CoC's Orders of Priority for all CoC Program-funded PSH projects begins on page 17 of this PDF.

Homeless Program Standards

Louisiana Balance of State Continuum of Care

Louisiana BoS CoC Homeless Program Standards

The U.S. Department of Housing and Urban Development (HUD) via its Emergency Solutions Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules requires that Continuum of Care (CoC) establish and consistently follow written standards for providing Continuum of Care assistance. The Louisiana Balance of State Continuum of Care (BoS CoC), which represents the parishes listed in the most recent published version of the LA BOSCOG Governance Charter the homeless programs and systems therein, has developed these Louisiana BoS CoC Homeless Program Standards to fulfill these requirements and to help move the Louisiana BoS CoC forward in achieving the Strategic Plan Vision of ending homelessness.

Background and Introduction

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These responsibilities include coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the CoC's geographic area.

The Louisiana Balance of State Continuum of Care

The Louisiana Balance of State Continuum of Care (BoS CoC) represents nine largely suburban and rural parishes across the state. The Louisiana BoS CoC is responsible for coordinating and implementing the homeless system for this nine parish geography.

Louisiana Housing Authority

The Louisiana Housing Authority is a public housing authority operating within the Louisiana Housing Corporation. The LHA serves severely disabled and homeless individuals by providing funding for rental assistance, supportive services, shelter operations, homeless prevention and rapid re-housing assistance. One of the ways by which this is accomplished is through the BoS CoC for which the LHA is the collaborative applicant. The BoS CoC connects homeless people and their families with housing and supportive services.

Role of LHA and LHC

The Louisiana Housing Authority (LHA) serves multiple roles within the Louisiana BoS CoC. LHA serves as the Collaborative Applicant for the Louisiana BoS CoC and, in this role, is responsible for submitting to HUD the annual CoC Competition consolidated application and project priority listing. LHA is also responsible for administering the state's homeless assistance programs, CoC Rental Assistance and the state's allocation of federal Emergency Solutions Grant (ESG) funding.

The Louisiana Housing Corporation (LHC) serves as the CoC Staff Lead for the Louisiana BoS CoC. The executive Director of the LHA serves as the Coordinator for the Louisiana BoS CoC and manages all aspects of the CoC, including work for the annual CoC Program Competition, and ensuring all federal CoC Program requirements are met.

HMIS

All state and federally funded Louisiana BoS CoC homeless projects must use the Louisiana BoS CoC Homeless Management Information System (HMIS) to maintain client and project-level data. The Louisiana BoS CoC HMIS is a valuable resource because of its capacity to integrate and unduplicate data across projects in our CoC. HMIS aggregate data can be used to understand the size, characteristics, and needs of the homeless population at the client, project, and community level. The only exception to the HMIS participation requirement is for domestic violence victim services agencies, which are prohibited from entering data into HMIS and must instead use a comparable database.

All Louisiana BoS CoC homeless projects participating in HMIS must abide by the Louisiana Services Network Data Consortium (LSNDC) Policies and Procedures Manual, which lays out the CoC's policies related to maintaining system security and client confidentiality, as well as the CoC's processes for complying with all federal regulations related to the creation and maintenance of an HMIS. Homeless projects must also comply with the LSNDC Data Quality Standards, which outline expectations for ensuring that quality data is entered into and maintained in the HMIS.

Louisiana BoS CoC Homeless Program Standards: Overview

Purpose of Program Standards

HUD, via its Emergency Solutions Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules, requires that Continuum of Care (CoC) establish and consistently follow written standards for providing CoC and ESG assistance. The Louisiana BoS CoC has developed these Louisiana BoS CoC Homeless Program Standards to fulfill these requirements and to help move the Louisiana BoS CoC forward in achieving its Strategic Plan Vision of ending homelessness in the Louisiana BoS CoC.

In addition to meeting federal requirements, these standards will also help the Louisiana BoS CoC ensure more consistent use of best practices and help to standardize program design and implementation across our homeless system.

Applicability of the Program Standards

The Louisiana BoS CoC Homeless Program Standards outlined here apply to all homeless projects in the CoC, regardless of funding source. This includes homeless projects funded through HUD's CoC Program and HUD's ESG Program.

Items Addressed in the Program Standards

These Louisiana BoS CoC Homeless Program Standards address the following items:

- Program compliance
- Participation in regional coordinated entry plans
- Program eligibility
- Serving families and transgender persons
- Documentation and Recordkeeping requirements
- Implementation of Housing First Practices
- PSH prioritization

Issues related to eligible costs/activities within federal and state funding sources, HMIS participation requirements, and performance and reporting requirements are not addressed here.

Standards for All Projects

All project types – Homelessness Prevention (HP), Emergency Shelter (ES), Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) - must adhere to the following standards. Where there is some variation in applicability of the standards by project type, those variations will be noted in the following project sections. Although the following standards apply to all Louisiana BoS CoC homeless projects, these standards are not exhaustive in terms of outlining all federal or state homeless program funding requirements, as noted above. All organizations operating homeless projects funded by a state or federal source (eg, LHA or HUD) must ensure they read, understand, and comply with all program regulations.

CoC Program, SHP, and HCRP Compliance

LA BoS CoC homeless projects funded through HUD's Continuum of Care Program (CoC) must ensure they are operating in compliance with the CoC Program interim rule. Projects funded by Louisiana Development Services Agency's Supportive Housing Program (SHP) or Homeless Crisis Response Program (HCRP) must ensure they are in compliance with all relevant state regulations. HCRP funded projects must also ensure they operate in compliance with HUD's Emergency Solutions Grant (ESG) regulations, except where LHA has implemented requirements that are more stringent than those of ESG.

Coordinated Entry

All homeless projects in the Louisiana BoS CoC, including HP, ES, TH, RRH, SH, and PSH, must participate in the coordinated Entry system. This includes following the agreed upon referral process, and anything else as appropriate.

Homeless Program Eligibility

Persons served by ES, RRH, and PSH must be defined as homeless according to HUD's *Homeless Definition*, as follows:

The *Homeless* definition is comprised of four categories:

1. Literally homeless individuals/families
 - a. Literal homelessness is further defined as homeless individuals/families who lack a fixed, regular, and adequate nighttime residence, meaning:
 - i. Sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation, such a place not meant for human habitation
 - ii. Living in emergency shelter or transitional housing designated to provide temporary living arrangements (including hotel/motel stays paid for by charitable or government programs)
 - iii. Exiting an institution where the individual resided for less than 90 days and where the individual entered the institution immediately from emergency shelter (including hotel/motel stays paid for by charitable or government programs) or an unsheltered location
2. Individuals/families who will imminently (within 14 days) lose their primary nighttime residence with no subsequent residence AND no resources or support networks
3. Unaccompanied youth or families with children/youth who meet the homeless definition under another federal statute and 3 additional criteria
4. Individuals/families fleeing or attempting to flee domestic violence with no subsequent residence AND no resources or support networks

Not all homeless projects are permitted to serve people defined as homeless under all four categories of the *Homeless* definition. Projects may serve persons defined as homeless as follows:

- Homelessness Prevention
 - Category 2 – Imminent Risk of Literal Homelessness
 - Category 4 – Fleeing/Attempting to Flee Domestic Violence (DV)
 - Or defined as at-risk of homelessness, according to HUD's *At-Risk of Homelessness* definition
- Emergency Shelters
 - Category 1 – Literally Homeless
 - Category 2 – Imminent Risk of Literal Homelessness
 - Category 3 – Unaccompanied Youth
 - Category 4 – Fleeing/Attempting to Flee Domestic Violence (DV)
- Rapid Re-housing
 - Category 1 – Literally Homeless
 - CoC-funded RRH projects are further limited to serving category 1 homeless who are residing in emergency shelters or in unsheltered locations only
- Permanent Supportive Housing
 - Category 1 – Literally Homeless
 - Category 4 – Fleeing/Attempting to Flee Domestic Violence (DV)
 - PSH projects are only permitted to serve persons fleeing DV if those people have already entered an emergency shelter or TH project. PSH projects cannot serve people coming directly from DV situations in which they were residing in housing
 - Additionally, PSH project clients must be disabled and this must be documented appropriately

More detailed information and official HUD guidance on the homeless definition and program eligibility can be found at <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>.

Nondiscrimination Requirements

CoCs, recipients and subrecipients must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable.

Serving Families in Homeless Projects

Equal Access

Louisiana BoS CoC homeless projects serving families must ensure they comply with the Equal Access Rule, as outlined by HUD. The Equal Access Rule outlines the federal definition of 'family' for purposes of receiving assistance from certain programs. For Louisiana BoS CoC homeless projects, the definition of 'family' is as follows:

- *Family* includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Louisiana BoS CoC homeless projects cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. More specifically, all Louisiana BoS CoC homeless projects with dedicated family beds/units must serve families, regardless of the marital status or sexual orientation of the adults.

There are some very limited exceptions to this rule, however, for those programs funded through special initiatives under the annual CoC Competition. For example, if your project was funded as a new Rapid Re-Housing (RRH) program in the FY2013 CoC Competition, that Notice of Funding Availability (NOFA) limited RRH eligibility to households with children only. Therefore, RRH projects funded through the FY2013 CoC Competition would be permitted to only serve families with children (excluding households comprised of only adults) because of the more limited requirements placed on them in that year's NOFA.

Keeping Families Intact

Louisiana BoS CoC emergency shelter projects serving families are required to serve the intact family, where desired by the client. Family members, regardless of age, gender, or other factors, cannot be separated from other family members during their program stay.

Serving Transgender Persons in Emergency Shelters and Other Sex-Segregated Facilities

Louisiana BoS CoC emergency shelters must make their resources available to individuals and families without regard to actual or perceived sex, sexual orientation, or gender identity. Although emergency shelters with shared sleeping areas or bathrooms are permitted to inquire about sex or gender identity for purposes of determining room assignment, best practices suggest that where there is uncertainty about sex or gender identity shelter providers should ask where individuals feel most comfortable sleeping. This may mean that the person should be provided with a private changing, shower, and/or sleeping space, or stagger use of facilities so that the person may shower and change alone. Decisions about how and where someone is housed should be made on a case-by-case basis strongly taking into account the person's preference about where to sleep, and keeping safety a priority.

In situations where providers are unsure of a person's sex or gender identity, providers may not ask for documentation of sex or gender. The best way to proceed if a provider is unsure is to tell a client that the agency provides shelter according to the gender with which the client identifies. Do *not* ask, "What is your sex/gender?" Do say, "This is a shelter for women, if you would rather be in a different shelter, let us help you find one where you feel safe and comfortable." It is understood that not every facility can accommodate every gender expression. The spirit of this guidance is about helping people to feel safe and comfortable in their temporary accommodations. This may mean telling a client what the local options are, *without* asking about their gender, and doing the most possible to get that person to a place they want to be. Gender-

based violence can be inflicted on transgender people and providers are obligated to protect transgender people from such violence the same way they protect women, for example, from violence.

Louisiana BoS CoC emergency shelters and other homeless program providers should review the HUD notice, *Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities*, in order to gain a comprehensive understanding of how the notice affects clients and providers, and guides protocols, policies, and procedures. The notice can be found at <https://www.hudexchange.info/resource/4428/notice-cpd-15-02-appropriate-placement-for-transgender-persons-n-gle-sex-emergency-shelters-and-other-facilities>

Grievance Policy

Client Grievances

The agency completing the screening should address any complaints by clients as best as they can in the moment. Complaints that should be addressed directly by the agency staff member or agency staff supervisor include complaints about how they were treated by agency staff, agency conditions, or violation of confidentiality agreements. Any other complaints should be referred to the BoS CoC Board to be dealt with in a similar process to the one described below for providers. Any complaints filed by a client should note their name and contact information so the CoC Coordinator can contact him/her to discuss the issues.

Provider Grievances

It is the responsibility of all directors, officers, and employees CoC-funded programs and ESG funded programs to comply with the rules and regulations of the Coordinated Assessment System. Anyone filing a complaint concerning a violation or suspected violation of the policies and procedures must be acting in good faith and have reasonable grounds for believing an agency is violating the Coordinated Assessment System policies and procedures.

To file a grievance regarding the actions of an agency, contact the LA Balance of State CoC Board with a written statement describing the alleged violation of the Coordinated Assessment System policies and procedures, and the steps taken to resolve the issue locally. The CoC Board will contact the agency in question to request a response to the grievance. Once the CoC Board has received the documentation he/she will decide if the grievance is valid and determine if further action needs to be taken.

Education Services for Children and Youth

Projects that serve households with children and households with youth up to age 25 must demonstrate they are assisting participant in meeting educational needs through proactive service planning and community linkages and designating staff to participate in the service planning where there are extensive or significant unmet educational needs.

This will include but is not limited to:

1. Establishing policies and practices that are consistent with the education subtitle of McKinney-Vento Act and other laws relating to education and related services to homeless people (e.g. Head Start, Individuals with Disabilities Education Act, Higher Education Act), including:
 - a. Informing homeless families and youth of their eligibility for McKinney Vento education services during the intake process;
 - b. Not requiring that children enroll in new schools as a condition of entry;
 - c. Not establish program requirements that prohibit children from remaining in their school of origin; and
 - d. Developing relationships with colleges to access Higher Education Services specifically for homeless youth (Higher Education Act).
 - e. Ensuring that children are enrolled in school and connected to services in the community including programs such as:
 - i. Head Start
 - ii. Part C of the Individuals with Disabilities Education Act and
 - iii. McKinney-Vento education services.

Emergency Transfer Policy

Overview

The LA BOSCO has implemented an Emergency Transfer Policy (ETP) for the CoC's housing providers housing providers that outlines the emergency transfer process for project participants who are victims of domestic violence, dating violence, sexual assault, human trafficking, and/or stalking.

The ETP is implemented in accordance with the Violence Against Women Act (VAWA) requirements, and as such, it serves all people regardless of their sex, sexual orientation, or gender identity.¹

Eligible participants will be offered another housing unit once their current housing provider has identified another housing unit that is available and safe to offer the participant for temporary or more permanent occupancy.

The ETP is based on a model emergency transfer plan published by the HUD, the federal agency that oversees the LA BOSCO and ensures its housing providers are in compliance with VAWA.

Eligibility for Emergency Transfers

A participant who is a victim of domestic violence, dating violence, sexual assault, and/or stalking² is eligible for an emergency transfer if that participant reasonably believes that there is a threat of imminent harm from further violence if they remain in their current housing unit.

A participant who is a victim of sexual assault is also eligible for an emergency transfer if the sexual assault occurred on the premises of their current housing unit within the 90-calendar-day period immediately preceding their request for an emergency transfer.

To be considered eligible for an emergency transfer, a participant must request that transfer in accordance with the procedures described in the ETP.

A housing provider cannot refuse to provide an emergency transfer for a participant whom they do not consider in "good standing" but who otherwise qualifies as eligible under this section.

Emergency Transfer Request Documentation

To request an emergency transfer, a participant must submit a request in writing to their housing provider. Housing providers are required to provide reasonable accommodations for people with disabilities in fulfilling this requirement.

A participant's written request for an emergency transfer must include EITHER:

- A statement that the participant reasonably believes that there is a threat of imminent harm from further violence if the participant were to remain in their current housing unit; OR
- If the victim is a sexual assault survivor: a statement that the participant was a victim of sexual assault and that the sexual assault occurred on the premises of their current housing unit within the 90-calendar-day period immediately preceding their request for an emergency transfer.

No additional documentation is required from the victim, the housing provider cannot request further documentation. Once the request is made in writing, the housing provider should begin the process of approval and transferring the tenant.

Emergency Transfer Approval

A housing provider must approve a participant's emergency transfer request if the participant meets the eligibility criteria in this policy.

Housing providers must review and approve emergency transfer requests within 3 business days.

Housing providers should identify the people/roles responsible for the following activities in their policies and procedures:

¹ All HUD-funded housing must be made available to all people regardless of their actual or perceived sexual orientation, gender identity, or marital status. Housing providers cannot discriminate against any person on the basis of any federally protected characteristic, including race, color, national origin, religion, sex, familial status, disability, and age.

² 24 CFR Part 5, Subpart L.

- Reviewing and approving emergency transfer requests;
- Facilitating the emergency transfer process.

Emergency Transfer Process

Once a housing provider approves a participant's emergency transfer request, the housing provider will act as quickly as possible to move the participant from their current housing unit into another housing unit subject to unit availability, and safety.

The housing provider cannot guarantee the timeframe in which a new unit will be available beyond the ETP's requirement that the housing provider attempt to identify a new unit as quickly as possible.

The proposed unit must reasonably be considered safe by both the housing provider and the participant. If the participant reasonably believes the proposed unit would not be safe, the participant may request a different unit. This request does not have to be in writing.

Once a unit is identified, the participant must agree to abide by the terms and conditions that govern occupancy in that unit.

If the housing provider is not able to identify any units that are safe and available and for which the participant is eligible, the housing provider must assist the participant in identifying other housing providers who may have safe and available units to which the participant could transfer. This can include a safe, short term placement while the housing provider works to identify a longer-term placement for the participant.

At the participant's request, the housing provider must also assist the participant in contacting local organizations that offer assistance to victims of domestic violence, dating violence, sexual assault, and/or stalking. Housing providers should attempt to complete the emergency transfer process within 20 business days.

Emergency Transfer Unit Housing Quality Standards

When a participant requests and is approved for an emergency transfer, the housing provider should work to identify a new unit for the participant that meets Housing Quality Standards (HQS) before the participant moves into the unit insofar as HQS is required by the participant's project's funder.

If the housing provider is unable to identify a unit that meets HQS before move-in, the housing provider may move the participant into a unit that does not meet HQS before move-in. In this case, the housing provider must ensure the unit meets HQS within 30 days of move-in; if the housing provider is unable to do so, the housing provider must transfer the participant to another unit as described in the "Emergency Transfer Process" section of the ETP.

Safety and Security

Participants are urged to take all reasonable precautions to be safe throughout the emergency transfer process.

Participants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233 or a local domestic violence shelter for assistance in creating a safety plan. For people who have hearing impairments, the Hotline can be accessed by calling 1-800-787-3224 (TTY).

Participants who are or have been victims of sexual assault may call the Rape, Abuse & National Incest Network's National Sexual Assault Hotline at 1-800-656-HOPE or visit the online hotline at <https://ohl.rainn.org/online/>.

Participants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center/>.

Documentation and Recordkeeping Requirements

All homeless projects in the Louisiana BoS CoC must maintain standard operating procedures for ensuring that state and federal program funds are used in accordance with all requirements. These procedures should include maintaining sufficient agency and client records.

Organizational Recordkeeping Requirements

Louisiana BoS CoC homeless projects must maintain the following records at the organizational level:

- Standard Operating Procedures – maintain procedures for ensuring that program funds are used in accordance with all applicable requirements.
- Conflict of Interest Policies – maintain conflict of interest policies and evidence compliance with CoC, organizational, or funding entity conflict of interest requirements
- Homeless Consumer Participation (CoC-funded projects only) – maintain evidence that at least one homeless or formerly homeless individual sits on the board of directors or other equivalent policymaking entity
- Affirmatively Furthering Fair Housing (CoC-funded projects only) – document compliance with the requirement that they are making appropriate efforts to reach out to eligible program participants who would be least likely to apply for program participation without such effort.

Grant-Specific Recordkeeping Requirements

Louisiana BoS CoC homeless projects must also maintain the following records pertaining to their specific projects:

- Project-Specific Policies and Procedures – maintain policies and procedures regarding documentation of program participant eligibility and all other aspects of program operation to ensure compliance and consistency among staff
- Services Provided – document the types of supportive services provided to participants and the amount spent on those services, as well as evidence that ongoing assessment of overall service needs was offered and/or provided.
- Housing Quality Standards – where required to be conducted, retain documentation demonstrating that HQS inspections were completed for units paid for with leasing or rental assistance funds.
- ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing – where required to be conducted, retain documentation demonstrating that habitability inspections were completed for ESG-funded projects
- Match – maintain records of the source and use of all cash and in-kind contributions used to satisfy federal/state match requirements. These records must further indicate the grant/project and fiscal year for which the matching contributions were provided.

Program Participant Recordkeeping Requirements

Louisiana BoS CoC homeless projects must document and maintain records related to participant eligibility and the services provided to participants. An overview of these requirements is as follows:

- Homeless Status – maintain records documenting acceptable evidence of participants' homeless status. Acceptable evidence generally includes third party written verification of participants' stay in an unsheltered location, in an emergency shelter, or in a Transitional Housing program (where participants are eligible to move from TH into RRH or PSH, for example). These records must comply with CoC Program or LHA requirements, depending on funding source
 - Remember, when documenting homeless status, HUD requires compliance with their preferred order of priority. This means that homeless status must be documented first with third-party written verification of homelessness (eg, HMIS record, documentation on letterhead from shelter or TH project). If that documentation is not attainable, only then can third-party oral verification be used as documentation, and only after case workers have documented their due diligence in attempting to obtain third-party written verification of homeless status. Self-certification of homeless status is only permitted if neither third-party written nor third-party oral verification could be obtained, and due diligence was documented.
- Other Program Eligibility Verification – document compliance with any other program eligibility criteria, such as disability status
- Services and Assistance Provided – homeless projects must keep records for all program

participants that outline the service provided, including:

- Evidence that, at minimum, an annual assessment of service needs was completed (certain programs require more frequent assessment)
- In cases of participant termination from a program, the project must demonstrate that it followed all applicable federal requirements
- Annual Income – when any kind of rent is paid by program participants or when program eligibility is based in part on income, the homeless project must keep the following documentation of annual income:
 - Income evaluation form (some programs require that specific forms be completed)
 - Source documents (wage statements, bank statements, etc)

Housing First

All homeless projects in the Louisiana BoS CoC must adopt a Housing First approach. Adoption of Housing First practices will be documented via program policies and procedures, and any other relevant documents, which evidence the incorporation of the practices into the design and operation of the project.

At its most basic, Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing first and then providing voluntary services as needed and desired. Housing First programs operate under the assumption that everyone is ready for housing.

In addition to the basic idea of providing housing first, Housing First programs share a few critical elements, including:

- Rapid exit from homelessness
- Minimal barriers to program entry
- Voluntary Supportive Services
- Housing Focused Assistance

Rapid Exit From Homelessness

Whether at the emergency shelter or permanent housing point, Housing First providers work to get homeless individuals and families out of homelessness and into permanent housing as quickly as possible. For shelter providers, this means working hard to identify any rapid re-housing assistance that may be needed to move the household out of homelessness, or referring to permanent supportive housing where available and appropriate. For permanent housing providers, this means speeding up and/or streamlining intake processes wherever possible, and ensuring that prioritized clients are coming from literally homeless locations.

Minimal Barriers to Program Entry

In the past, many homeless programs had policies that would prevent homeless persons from entering the program if they didn't meet a number of requirements. Common program requirements often included having a minimum income, no criminal history, no history of substance abuse (sometimes drug tests were used to confirm), poor rental history or evictions, and no past involuntary terminations from other homeless programs. Housing First programs, in contrast, remove every barrier to entry possible, in part to make their programs and services available to those with the most severe needs and longest histories of homelessness, i.e. people who likely would have been screened out of their program under previous practices.

Although the Housing First model involves reducing barriers to entry, including removing drug testing at program entry, this does not mean that homeless services providers are required to serve/house persons who are significantly under the influence or actively using to the point where their presence in the program poses a danger to themselves, staff, or other residents. For example, in some instances, homeless persons who are in active withdrawal from substances may need to be referred for medical attention rather than accepted into a program. In all cases, homeless program staff should do their due diligence to find alternative means of shelter/housing in the event that their program is unable to serve a client based on safety issues related to substance use.

A common practice, particularly among emergency shelters and other congregate facilities, is to conduct background checks on prospective clients. This practice is not prohibited under Housing First practices. However, program policies should only deny program entry in cases where a criminal history shows a

pattern of violent offenses (including violent sexual offenses). Past convictions for public intoxication or disorderly conduct, for example, should not, in and of themselves, cause a homeless person to be denied entry into a homeless program. Clients should also not be denied services or shelter while waiting on the results of the background check. In addition, homeless program staff should do their due diligence to find alternative means of shelter/housing in the event that their program is unable to serve a client based on the client's criminal background.

Voluntary Supportive Services

The Housing First model requires that all supportive services be offered to clients on a voluntary basis. Refusal to participate in supportive services cannot be a reason to terminate someone from a homeless program. However, even under a voluntary services model, clients may be required to participate in regular assessment of needs in order to determine if ongoing assistance is needed and desired – in fact, monthly meetings with case management staff are required in CoC-funded rapid re-housing programs. Similarly, PSH projects should regularly check in with all clients, including those not receiving or requesting supportive services, to ensure that the client has ongoing need for PSH.

Housing Focused Assistance

Housing First programs offer voluntary supportive services that are first and foremost focused on obtaining and maintaining housing. In emergency shelters, for example, case managers should work with shelter residents to identify permanent housing options and help residents get connected to housing. Homeless programs providing supportive services designed to address other personal issues should ensure that those services are directly connected to helping clients obtain or maintain housing.

More detailed information about how Housing First practices should be implemented in different project types can be found in the following project sections.

Additional information about Housing First practices can be found at the following links:

- http://www.endhomelessness.org/pages/housing_first
- http://usich.gov/usich_resources/solutions/explore/housing_first
- <http://www.desc.org/housingfirst.html>

Homelessness Prevention Standards

The purpose of Homelessness Prevention (HP) projects is to prevent individuals and families who are at greatest risk of homelessness from becoming literally homeless.

Homelessness Prevention Eligibility

Homelessness Prevention (HP) projects must serve persons who meet category 2 or 4 of HUD's homeless definition, as outlined in the previous section, or persons who meet HUD's definition of At-Risk of Homelessness. Providers should remember that the individuals/families defined as At-Risk of Homelessness must meet all of the following criteria:

- Have annual income below 30% AMI
- Do not have sufficient resources or support networks immediately available to prevent literal homelessness
- Meet at least one of the following seven conditions:
 - Moved two or more times due to economic reasons in 60 days prior to application for assistance
 - Living in home of another due to economic hardship
 - Losing housing within 21 days after application date
 - Live in hotel/motel not paid for by charitable organizations or federal/state/local government programs
 - Live in severely overcrowded unit as defined by the US Census Bureau
 - Exiting publicly funded institution or system of care
 - Live in housing associated with instability and increased risk of homelessness, as defined in the Con Plan

Providers should remember that to be defined as homeless under category 2 of HUD's homeless definition individuals/families must be imminently losing their housing AND have no subsequent residence

identified AND lack resources or supports to obtain other permanent housing. All of these must be documented as described in the previous section.

Documentation and Record-keeping Requirements

All Louisiana BoS CoC HP projects must ensure they abide by all the documentation (of homeless or at-risk of homelessness status and project eligibility) and record-keeping requirements.

Housing First in Homelessness Prevention

All Louisiana BoS CoC homeless assistance projects must follow a Housing First approach. For HP projects, the following practices and policies must be adopted and implemented at minimum:

Housing First at Program Entry

- Reducing barriers to entry
 - HP projects must minimize any barriers to entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility requirements and population prioritizations. At minimum, HP projects CANNOT require the following as a condition of entry in to the project:
 - Minimum income level and/or employment
 - Although it is reasonable to expect that a client assisted with HP will be able to obtain employment/income at some point before HP assistance ends, receipt of income cannot be an eligibility criterion
 - Completion of drug test
 - HP projects should screen people applying for prevention assistance to identify people with greater vulnerabilities and/or urgency, ie, closer to becoming literally homeless, to prioritize applicants for assistance when demand exceeds resources
 - For example, HP projects should consider limiting provision of assistance only to those households already in doubled-up situations, rather than serving persons residing in their own rental unit. Households already doubled-up are often more at risk of literal homelessness than those still in their own unit.

Housing First in Program Design

- Voluntary Supportive Services
 - HP projects must offer services to program participants on a voluntary basis. However, HP projects may require program participants to meet with case managers on a regular basis for purposes of working through plans/steps related to overcoming immediate and direct housing barriers and securing/maintaining housing.
- Housing Focused Assistance
 - HP projects' primary goal is to prevent literal homelessness as quickly as possible, regardless of other personal issues or concerns. To that end, not only are supportive services voluntary, they are tailored to the client's needs as they pertain to obtaining or maintaining permanent housing.
 - HP financial assistance (ie, rental assistance) is individualized and flexible. This means, for example, that HP projects do not have a policy of providing only one month of financial assistance, for example. All HP projects should assess program participants' need to determine their individualized amount of financial assistance and the duration of that assistance.

Emergency Shelter Standards

The purpose of Emergency Shelter (ES) projects is to provide temporary shelter to individuals and families who are homeless and have no other housing options or resources to obtain housing, and to re-house those persons as quickly as possible.

Background Information

HUD's Emergency Solutions Grant (ESG) program, which provides federal resources for emergency shelter and homelessness prevention (HP) and rapid re-housing (RRH) activities, requires ESG recipients and/or sub-recipients to develop program standards for providing assistance. These standards must include, in part, policies governing shelter stays, prioritization for HP and RRH assistance, and policies related to the amount and duration of RRH assistance that may be provided. Details about the ESG program requirements can be found at <https://www.hudexchange.info/esg/esg-law-regulations-and-notices>.

Emergency Shelter Eligibility

Emergency shelter (ES) projects must serve persons who meet category 1, 2, or 4 of HUD's homeless definition, as outlined in the previous section. Providers should remember that to be defined as homeless under category 2 of HUD's homeless definition, individuals/families must be imminently losing their housing AND have no subsequent residence identified AND lack resources or supports to obtain other permanent housing. All of these must be documented as described in the previous section.

ES projects must comply with HUD's requirements related to the definition of family as outlined earlier in this document, and they must keep families intact.

Documentation and Record-keeping Requirements

All Louisiana BoS CoC ES projects must ensure they abide by all the documentation (of homeless status and project eligibility) and record-keeping requirements.

Housing First in Emergency Shelters

All Louisiana BoS CoC homeless assistance projects must follow a Housing First approach. For ES projects, the following practices and policies must be adopted and implemented at minimum:

Housing First at Program Entry

- Diversion
 - ES projects should divert people/households with other housing options or resources away from shelter and offer immediate linkage to homelessness prevention resource where needed, desired, and available.
- Reducing barriers to entry
 - ES projects must minimize any barriers to entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility requirements. At minimum, ES projects CANNOT require the following as a condition of entry in to the project:
 - Minimum income level
 - Completion of drug test
 - ES projects should not have policies that prohibit or limit returns to the project for more than 30 days immediately after client exit, except for cases in which a program participant poses a danger to other residents or staff. For example, shelters cannot have a policy that prohibits participants' return to shelter within 6 months or 1 year of exit. Persons experiencing homelessness should be provided with shelter when needed, regardless of past episodes of homelessness or past stays in a particular shelter.
 - Where a shelter applicant cannot be served b/c of concerns about resident and/or staff safety, shelter staff are obligated to work with the applicant to identify another housing/shelter option.

Housing First in Program Design

- Voluntary Supportive Services
 - ES projects must offer supportive services to program participants on a voluntary basis. However, ES projects may require program participants to meet with case managers on a regular basis for purposes of working through plans/steps related to overcoming immediate and direct housing barriers and securing housing.
- Housing Focused Assistance
 - ES projects' primary goal is to place program participants into permanent housing as quickly as possible, regardless of other personal issues or concerns. To that end, not only are supportive services voluntary, but they are tailored to the client's needs as they pertain to obtaining permanent housing.

Rapid Re-Housing Projects Standards

The purpose of Rapid Re-Housing (RRH) projects is to move homeless individuals and families out of emergency shelter (and, in some cases, out of TH) to permanent housing as quickly as possible.

Rapid Re-Housing Eligibility

All RRH projects must serve persons who meet category 1 of HUD's homeless definition. For RRH, category 1 of the homeless definition ONLY includes individuals and families who are sleeping in a place not meant for human habitation or living in an emergency shelter meant to provide temporary living arrangements. Moreover, although RRH projects/services funded through HCRP are permitted to serve households currently residing in TH, RRH projects funded through HUD's CoC Program are only permitted to serve persons/households currently in emergency shelter or unsheltered locations (eg, sleeping in a car, in an encampment, etc).

RRH projects are NOT permitted to serve individuals or families who are imminently at risk of losing their housing (category 2 of the homeless definition).

Documentation and Record-keeping Requirements

All Louisiana BoS CoC RRH projects must ensure they abide by all the documentation (of homeless status and project eligibility) and record-keeping requirements.

Rapid Re-Housing Prioritization

Where possible, RRH projects should be targeted to individuals, households with children and youth who are unable to resolve their homelessness on their own but do not have service needs so great as to necessitate movement into TH or PSH. Within this targeted population, RRH providers should prioritize for assistance those people with greater vulnerabilities and less likelihood of exiting homelessness "but for" rapid re-housing assistance. RRH projects should strive to serve as many appropriate participants as possible, adjusting the duration and amount of assistance in order to meet the individualized needs.

Additionally, in cases where an eligible homeless veteran has been identified, and that veteran is not eligible for VA programs; RRH providers should prioritize the homeless veteran for assistance.

Housing First in Rapid Re-housing

All Louisiana BoS CoC homeless assistance projects must follow a Housing First approach. For RRH projects, the following practices and policies must be adopted and implemented at minimum:

Housing First at Program Entry

- Reducing barriers to entry
 - RRH projects must minimize any barriers to homeless persons/households entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility (and any population prioritization) requirements. At minimum, RRH projects CANNOT require the following as a condition of entry in to the project:
 - Minimum income level and/or employment

- Although it is reasonable to expect that a client assisted with RRH will be able to obtain employment/income at some point before RRH assistance ends, receipt of income cannot be an eligibility criterion
 - Completion of drug test
- RRH projects should prioritize for assistance those persons with greater vulnerabilities. This may be determined, in part, through local/regional common assessment tools

Housing First in Program Design

- Voluntary Supportive Services
 - RRH projects must offer supportive services to program participants on a voluntary basis. However, RRH projects may require program participants to meet with case managers on a regular basis (monthly for RRH projects funded through the CoC Program) for purposes of ensuring the household is stable in housing. Additionally, RRH projects may require program participants meet with case managers within three months of moving into housing for a reassessment to determine if participants having ongoing need for financial assistance and/or supportive services, and to determine if the household is still income eligible.
- Housing Focused Assistance
 - RRH projects' primary goal is to place program participants into permanent housing as quickly as possible, regardless of other personal issues or concerns. To that end, not only are supportive services voluntary, they are tailored to the client's needs as they pertain to obtaining and retaining permanent housing.
 - RRH financial assistance, i.e., rental assistance, is individualized and flexible. This means, for example, that RRH projects do not have a policy of providing only one month of financial assistance. All RRH projects should assess program participants' need to determine their individualized amount of financial assistance and the duration of that assistance.

Permanent Supportive Housing Projects Standards

Permanent Supportive Housing Eligibility

All Louisiana BoS CoC PSH projects must serve persons who meet category 1 of HUD's homeless definition AND are diagnosed with a disability. More detailed information can be found in the following sections regarding who should be prioritized for PSH.

PSH Eligibility When Fleeing DV (category 4 of the homeless definition)

Louisiana BoS CoC PSH projects can serve disabled individuals/households fleeing DV (category 4 of the homeless definition), but the people fleeing DV must reside in a shelter or TH immediately prior to entering the PSH project. Persons fleeing DV cannot enter PSH directly from a housed situation.

PSH projects are NOT permitted to serve individuals or families who are imminently at risk of losing their housing (category 2 of the homeless definition).

PSH Eligibility for Chronically Homeless

For PSH projects dedicated to or prioritizing chronically homeless, category 1 of the homeless definition ONLY includes individuals, household with children and youth who are sleeping in a place not meant for human habitation, or living in an emergency shelter/safe haven (and meet all other elements of the chronically homeless definition). Although non-chronic dedicated PSH projects are technically permitted to serve persons/households currently in TH, communities and providers should keep in mind that *requiring* persons to move into TH prior to entering PSH contradicts system and project-level Housing First practices. This is discussed in more detail in the following *Housing First in Permanent Supportive Housing* section.

The definition of chronically homeless is as follows:

- a) An individual who:
 1. Is currently homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; AND
 2. Has been homeless and living or residing in a place not meant for human habitation, a

safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven. AND

3. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
- b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph a of this definition before entering that facility; or
- c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph a of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

More detailed information about HUD's final rule on the definition of chronically homeless can be found at <https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>.

Documentation and Record-keeping Requirements

All Louisiana BoS CoC PSH projects must ensure they abide by all the documentation (of homeless status, project eligibility, disability and when applicable chronic homeless status) and record-keeping requirements.

Permanent Supportive Housing Prioritization

LA BOS CoC has adopted HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Standards for compliance with the notice are listed below.

PSH Dedicated³ and Prioritized⁴ Beds

All Louisiana BoS CoC PSH projects must prioritize chronically homeless individuals/families first using the following order of priority for identifying who should be served.

If there are no persons experiencing chronic homelessness within a PSH project's self-defined service area (as identified in grant applications and agreements), then those projects should first seek to identify persons who are experiencing homelessness on their waitlist and meet the Second Priority below. If no one who meets that priority can be found within a reasonable amount of time, then the PSH project may move to the third priority, and on down from there.

Recipients and subrecipients must exercise due diligence when conducting outreach and assessment to ensure that persons are prioritized for assistance based on the project specific criteria contained in these standards.

Documentation standards for showing outreach due diligence includes:

- Written project intake procedures showing the adoption of the written standards.
- Documentation of the process and results used to determine the severity of service needs.
- Documentation of the determination that no higher prioritized population members were present or willing to accept the project bed including:
 - Written evidence of outreach efforts to locate eligible persons
 - Specific numbers of eligible participants that refused assistance
 - Attempts to engage person who refused assistance.

³ Dedicated PSH beds are those which are required through the project's grant agreement to only be used to house persons experiencing chronic homelessness unless there are no persons within the CoC that meet that criteria.

⁴ Prioritization means implementing an admissions preference for chronically homeless persons for CoC Program-funded PSH beds.

The order of priority is as follows:

- **First Priority: Persons experiencing chronic homelessness**

- Persons experiencing chronic homelessness must be prioritized based on the longest length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and then severity of the individual's or family's need.

- In cases where an eligible veteran experiencing chronic homelessness has been identified and that veteran is not eligible for VA programs, PSH providers should prioritize the veteran for assistance.

IF NO PERSONS EXPERIENCING CHRONIC HOMELESSNESS ARE LOCATED IN THE GEOGRAPHIC AREA AND EFFORTS TO LOCATED ARE DOCUMENTED AS STATED ABOVE THEN THE FOLLOWING PRIORITIES IN THE ORDER AS THEY APPEAR MAY BE USED TO FILL PSH PROJECT OPENINGS.

- **Second Priority: Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs**

- An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

- **Third Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.**

- An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

- **Fourth Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.**

- An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

- **Fifth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.**

- An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

Additionally, in cases where an eligible non-chronically homeless veteran has been identified within priority 2 - 5, and that veteran is not eligible for VA programs, PSH providers should prioritize the homeless veteran for assistance.

Louisiana BoS CoC PSH Projects should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a PSH project designed to serve families only would not be required to serve a single chronically homeless individual. Instead, that project would prioritize any chronically homeless families (including families of two or more adults who present as a family, as described in the section about the Equal Access Rule) for their project, following the order of priority outlined above.

Please note, if no qualified individuals or families experiencing homelessness are immediately identified within the priority order and criteria listed above, the PSH project may keep the rental assistance or PSH unit available for a short period of time while waiting for a chronically homeless or homeless household to be found – waiting up to 30 days is common practice, for example. After that time, the PSH project should move forward with serving the next prioritized individual or family.

Assessing Severity of Need

Louisiana BoS CoC PSH projects should use the VI-SPDAT to help determine the severity of service needs of homeless persons on local PSH waitlists, if possible. If information about persons' use of local crisis services is available as well, this information may supplement the assessment information in order to better understand severity of need.

Housing First in Permanent Supportive Housing

All Louisiana BoS CoC homeless assistance projects must follow a Housing First approach. For PSH projects, the following practices and policies must be adopted and implemented at minimum:

Housing First at Program Entry

- Reducing barriers to entry
 - PSH projects must minimize any barriers to homeless persons/households entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility (and any prioritization) requirements. At minimum, PSH projects CANNOT require the following as a condition of entry in to the project:
 - Minimum income level and/or employment or ability to obtain income/employment
 - Completion of drug test
 - Participation in TH program prior to entering PSH
 - PSH projects must assess people applying for the project to identify people with greater vulnerabilities to prioritize applicants for assistance, based on the order of priority outlined in the preceding section

Housing First in Program Design

- Voluntary Supportive Services
 - PSH projects must offer supportive services to program participants on a voluntary basis. However, PSH projects may require program participants to meet with case managers on a regular basis for purposes of ensuring the household is stable in housing and has ongoing need for services.
 - PSH projects should work with program participants on a regular basis to identify a plan for assessing for reduced supportive service needs and possible movement onto a non-PSH affordable housing option when/if the program participant desires
 - Standard Lease Agreement
 - PSH projects must ensure that there is a standard lease agreement in place between the landlord/property manager and the program participant. The lease agreement cannot include reference to participation in supportive services or compliance with a treatment plan as a condition of ongoing tenancy
- Housing Focused Assistance
 - PSH projects' primary goal is to place program participants into permanent housing as quickly as possible, regardless of other personal issues or concerns. To that end, not only are supportive services voluntary, they are tailored to the client's needs as they pertain to obtaining and retaining permanent housing

Implementation of and Compliance with Program Standards

All Louisiana BoS CoC homeless programs required to comply with these standards, as outlined in the section regarding applicability of the standards, must update all relevant organizational, program, and regional documents to reflect compliance with these standards within twelve (12) months of the release of the standards. Furthermore, all impacted program elements, such as recordkeeping practices, must be updated to align with these standards within 12 months of their release. CoC staff will provide more detailed guidance about what items may need to be updated and how to begin the process. Additionally, communities

and providers may request assistance to help ensure compliance with the standards.

Once homeless programs are ready to implement updated documents, policies/procedures, and protocol in compliance with these Louisiana BoS CoC Homeless Program Standards, they should take care to ensure that implementation only impacts new clients entering the project after adoption of updated policies. Clients who entered the project prior to the updating of program documents and policies should not be impacted negatively by those programmatic changes. For example, if a PSH project updates their prioritization policies in compliance with these standards, but still has current clients who likely wouldn't be prioritized for the PSH project under the new policies, those clients should be permitted to retain their housing. New clients applying to the PSH project after implementation of the updated prioritization policies will only be accepted into the project if they are prioritized according to the new policy. Updated policies should not be retroactively applied to current clients.

Beginning in 2017, CoC and/or grant management staff will begin reviewing updated program documents of federal and state funded homeless projects for compliance with these Louisiana BoS CoC program standards as part of project evaluation and/or monitoring processes. Projects or organizations failing to comply may lose points in the CoC project evaluation process, or be required to develop a Quality Improvement Plan. An ongoing failure to comply with these standards may result in loss of current state or federal funding or an inability to access public funds for future projects.

These program standards have been accepted and approved by the LA BoS CoC Board.

LA BOSCOC Board Chair or Vice Chair

Signature:

Michell Brown

Date: 9/12/18

Name: Michell Brown

Title: LA BOSCOC Board Vice Chair