



One Stop – Request for Proposals Continuum of Care (CoC) Program Local Competition Funding Year 2019

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A. Introduction

CoC Program Overview

On an annual basis, the U.S. Department of Housing and Urban Development (HUD) has historically published a Notice of Funding Availability for the Continuum of Care (CoC) Program (the CoC Program NOFA).

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.

The Louisiana Housing Corporation (LHC), as the Collaborative Applicant (e.g. lead agency) for the Louisiana Balance of State Continuum of Care (LA BOSCOCC), is responsible for completing the LA BOSCOCC'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 (i.e. renewal projects).

Request for Proposals Overview

LHC has published this Request for Proposals (RFP) in advance of the anticipated Funding Year 2019 (FY 2019) CoC Program NOFA.

LHC expects to apply for up to \$150,000 in funding for a new project under the Coordinated Entry project type under the FY 2019 CoC Program NOFA. If funded, LHC expects to contract with one sub-recipient through that project to create and operate a Coordinated Entry Access Points at the One Stop Homeless Services Center in the City of Baton Rouge.

This RFP is intended to generate a list of eligible and interested organizations to serve as the project sub-recipient. LHC expects to select one organization from that list.

LHC expects to make up to \$150,000 available to the sub-recipient during the first year (renewable each subsequent year subject to the requirements of the CoC Program and the LA BOSCOCC) under the project.

B. Eligibility

Non-profit organizations, local governments, and instrumentalities of local government are eligible to submit proposals to this RFP.

Domestic violence service providers are not eligible to submit proposals to this RFP.

LHC welcomes entities that have not previously received CoC Program funds and entities that are not currently operating in the One Stop Homeless Services Center to apply.

C. Application Process

Overview and Process

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

- (1) Proposals are created and submitted online through Google Forms here:
<https://forms.gle/pZFaTAeSsFo43WESA>
- (2) Applicants that cannot submit their proposal electronically may request a waiver to submit their proposal via postal mail instead. Waiver requests can be submitted to Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov or 225-242-1388.

D. Timelines and Deadlines

Proposals must be submitted by July 12, 2019 at 11:59 PM. Proposals that are submitted after the deadline will not be read or considered.

The LA BOSCOG encourages potential applicants to attend its Coordinated Entry Request for Interest Webinar, which will be held on June 24, 2019 from 1:30 PM to 3 PM. The webinar's details, including its login information, will be announced via the LA BOSCOG email list.

If you would like to be added to the LA BOSCOG's email list, please email Gordon Levine, Continuum of Care Manager, at glevine@lhc.la.gov.

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

E. Eligible Costs and Activities

Eligible costs and activities are defined in 24 CFR 578, Subpart D. Coordinated Entry projects can engage in activities under the following headings in Subpart D:

- Supportive Services
- Homeless Management Information System (HMIS)
- Project Administrative Costs

The following additional requirements apply:

- The main activity carried out by projects funded as a result of this RFP shall be operating a Coordinated Entry Access Point in their specified Region. Coordinated Entry Access Points must, at minimum:
 - Provide diversion case management¹ to each person experiencing homelessness who presents for housing to that Access Point;
 - Enter data into HMIS for each person experiencing homelessness who presents for housing;
 - Provide intake services using the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to each person experiencing homelessness who presents for housing who does not return to housing after (1) receiving at least one session of intervention case management and (2) 30 days have passed.
- Projects funded as a result of this RFP must fund all staff who receive at least 0.5 FTEs through this grant at an hourly wage not less \$15 per hour;
- Projects funded as a result of this RFP must provide all staff who receive at least 0.5 FTEs through this grant with either (1) employer-funded health insurance or (2) benefits compensation intended to defer the cost of purchasing health insurance;
- Projects funded as a result of this RFP must provide all staff who receive at least 0.5 FTEs through this grant with paid leave (combined general use days and medical leave) equal to 120 hours per year, prorated by each staff person's FTE.²

Applicants will not be asked to specify their costs or activities in their proposal to this RFP. Instead, applicants that are selected to apply for project funding under the FY 2019 CoC Program NOFA will specify their costs and activities as part of that application.

¹ For the purposes of this RFP, diversion case management is defined as case management intending to quickly return a person to housing either before they experience a night of literal homelessness or enter an emergency shelter on the date they initially present as homeless.

² 120 hours assumes the employee is employed 1.0 FTE by the organization regardless of those FTEs' funding source or sources. The number of hours can be prorated for employees who receive less than 1.0 FTEs from the organization; for example, an employee who receives 0.75 FTEs, of which 0.5 FTEs come from this project and 0.25 come from another source, would need to receive, at minimum, $(120 * 0.75) = 90$ hours of paid leave per year.

F. Matching Funds

Applicants will not be asked to identify matching funds (match) in their proposal to this RFP. Instead, applicants that are selected to apply for project funding under the FY 2019 CoC Program NOFA will identify match as part of that application.

Applicants will be required to provide match equal to at least 25% of their total CoC Program funding award. Match may be either cash or in-kind. Eligible sources of match are defined in 24 CFR 578.73.

G. Administrative Funds

Applicants will not be asked to identify the amount of administrative funds) admin that they will request in their proposal to this RFP. Instead, applicants that are selected to apply project funding under the FY 2019 CoC Program NOFA will identify the amount of admin they will request as part of that application.

Applicants may request 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.

H. Proposal Scoring

Proposals will be scored by a Scoring Committee.

The Scoring Committee shall be composed of three members:

Committee Member	Represented Organization
Continuum of Care Manager	Louisiana Housing Corporation
Executive Director	Capital Area Alliance for the Homeless
Committee Chair	Coordinated Entry Committee

Any Committee Member whose organization submits a proposal to this RFP shall be considered to have a conflict of interest. That Committee Member shall recuse themselves from the scoring process and an alternate Committee Member without a conflict of interest and with substantial knowledge of Coordinated Entry shall be designated by the Louisiana Housing Corporation.

I. Proposal Selection Appeals

Proposal selections may be appealed.

Appeals may be submitted to the LA BOSCOG 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.

Appeals are due to the LA BOSCOG within 5 business days of LHC's public announcement of selections made under this RFP. Any appeals received after the deadline will be rejected.

LHC will respond to all appeals within 10 business days of LHC's public announcement of selections made under this RFP. All decisions on all appeals are final.

J. Funding Awards

No funding will be awarded under this RFP. Instead, applicants whose proposals are accepted may be included in LHC's application for new project funding for a Coordinated Entry project under the FY 2019 CoC Program NOFA.

The FY 2019 CoC Program NOFA is projected to be released in mid-2019. Funding awarded under that NOFA is projected to be available beginning in mid-2020.

Inclusion in LHC's application for new funding under the FY 2019 CoC Program NOFA are at LHC's discretion and contingent on new project funding availability.

K. Questions

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

Appendix 1: Detailed Instructions

Overview

The following are detailed instructions for each question asked under this RFP.

To receive full points, each applicant must comprehensively address each element listed for each question in these detailed instructions.

Threshold Criteria

To be eligible for consideration, projects must meet all of the following threshold criteria:

1. Applicant responded completely to each question;
2. Applicant indicated under “3A. Matching Funds” that they would be able to provide matching funds for this project equal to 25% of their total anticipated funding request.

Applications that do not meet the above criteria will not be reviewed or scored.

Scoring

Question	Points Available
2A. Organization Overview	10
2B. Homeless Services Experience	20
2C. Financial Capacity	10
2D. Coordinated Entry Capacity	40
Other Critical Considerations	20
TOTAL	100

Section 1. Overview

1A. Applicant – Organization Name

List the name of your organization (e.g. Acme Corporation).

1B. Applicant – Organization Type

Select your organization type. Only 501(c)(3) non-profit organizations, local governments, and instrumentalities of local government are eligible to apply.

1C. Applicant – Address

List your organization’s mailing address, including city, state, and zip code. This will be used for all official postal mail communication with your organization.

1D. Primary Contact

List the first and last name of your primary contact for this application. They will be addressed in all official communication with your organization about this project.

1E. Primary Contact – Title

List the job title of your primary contact for this application.

1F. Primary Contact – Phone Number

List the phone number of your primary contact for this application.

Section 2. Organization Narratives

2A. Organization Overview

Describe your organization’s mission, structure, and history. (Character Limit: 2,000)

Projects receive up to 7 points for providing a comprehensive overview of their organization’s mission, structure, and history.

Projects receive up to 3 points for providing a comprehensive overview of their organization’s budget.

2B. Homeless Services Experience

Describe your organization’s experience serving people experiencing homelessness. (Character Limit: 2,000)

Projects receive up to 15 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.

Projects receive up to 5 points if key staff at the organization level (e.g. housing directors, executive directors) have experience managing projects that are funded by the CoC Program or Emergency Solutions Grant (ESG) Program.

2C. Financial Capacity

Describe your organization’s capacity to financially manage this project in a way that is accountable and that minimizes opportunities for fraud, waste, and mismanagement. (Character Limit: 2,000)

Projects receive up to 10 points for demonstrating that they have an adequate financial accounting system to administer grant funds in a way that minimizes opportunities for fraud, waste, and mismanagement.

2D. Coordinated Entry Capacity

Explain why your organization is a good candidate to provide Coordinated Entry services through the One Stop Homeless Services Center to people living in the City of Baton Rouge. (Character Limit: 4,000)

Projects receive up to 20 points for describing why their organization is the best fit to operate a Coordinated Entry Access Point at the One Stop Homeless Services Center.

Projects receive up to 20 points for describing how they will provide Coordinated Entry services for experiencing homelessness at the One Stop, including (1) the physical location itself; (2) their staffing pattern, including who will be responsible for intake, diversion case management, conducting the VI-SPDAT, and HMIS data entry; and (3) the activities they will include in diversion case management.

Section 3. Certifications

3A. Matching Funds

Check the box to certify that the organization will be able to provide matching funds equal to at least 25% of the total funding request as required under 24 CFR 576.201.

Other Critical Considerations

Projects receive up to 20 points under “Other Critical Considerations.”

These points will be awarded jointly by this RFP’s Scoring Committee on the basis of that Committee’s knowledge and understanding of the project applicant’s current stability, capacity to expand, and capacity to quickly and effectively implement a Coordinated Entry Access Point under this project.