



Louisiana Housing
Corporation

REQUEST FOR PROPOSALS
FOR NON-CONGREGANT SHELTERS

Issue Date: Wednesday, June 2, 2021

Last Day to Submit: Wednesday, June 30, 2021

LHC Process for Accepting NCS Requests

I. Overview

The Louisiana Housing Corporation (LHC) is the statewide subrecipient of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and direct administrator of non-congregate shelter (NCS) for people experiencing unsheltered homelessness during the COVID-19 pandemic. The statewide NCS mission, which exists to promote the health and safety of people experiencing homelessness in relation to the COVID-19 pandemic, is funded on a reimbursement basis by the Federal Emergency Management Agency (FEMA). 100% of eligible NCS costs incurred through September 2021 are eligible for reimbursement by FEMA. LHC is submitting costs for reimbursement on behalf of its own operations and the operations of local partners, including Louisiana's Continuums of Care (CoCs).

LHC recognizes that the statewide COVID-19 response is ongoing and that areas of Louisiana may still have a demonstrable need for NCS for their homeless populations. This document outlines the process by which city and parish governments may, on behalf of their jurisdictions, submit requests to LHC for additional NCS. For LHC to approve a request, it must fulfill the requirements in this document and fall within the scope of the statewide NCS mission to the extent that LHC believes it will also be approved by FEMA and GOHSEP.

This document provides the structures under which:

- (1) City or parish governments may create and submit their requests to LHC;
- (2) LHC will assess requests, including the supporting documentation and evidence that LHC will incorporate into its assessments;
- (3) LHC will respond to requests, which in the case of an approval will mean submitting that request to GOHSEP or incorporating it into the existing FEMA/GOHSEP-approved statewide NCS mission.

In general, FEMA considers eligible costs under this operation to include the cost of non-congregating sheltering (generally the rental cost of hotel rooms) and basic wraparound services, which may include but are not necessarily limited to meals, security, and laundry. Historically, FEMA has not considered case management an eligible cost. LHC will address eligible costs more directly once it has conditionally approved a request.

LHC will not consider requests that are submitted outside the structure defined herein unless otherwise specified by LHC.

II. Background

In response to the COVID-19 pandemic and its projected impacts on Louisiana's unsheltered homeless population, LHC has funded more than 2,200 NCS beds since March 2020 -- more beds than Louisiana's entire unsheltered population as identified in January 2020.

Per an executive order issued in Q1 2021, FEMA has increased its cost share to 100% for some NCS costs until September 30, 2021.

LHC is willing to support NCS in those communities to the extent that it is able to do so and to the extent that those communities are able to fund or provide some or all of the activities associated with high quality NCS that are not eligible for reimbursement under FEMA's 100% cost share.

III. Requests for NCS

A. Overview

LHC will consider requests from city governments, parish governments, or their designated units of local government.

LHC will consider requests on a rolling basis. **LHC will not consider any requests received after May 31, 2021.** LHC strongly encourages applicants to submit their requests as early as possible to allow for due consideration and follow-up.

Requests should contain all of the information and documentation specified in Section II(B), "Contents." At its discretion, LHC may either reject incomplete requests or return them to the applicant for revision and resubmission.

B. Contents

Requests should include the following information and documentation:

- (1) **A cover letter, signed, on letterhead**, which contains, at minimum, the following information:
 - (a) The requested start date of the NCS operation (*cannot be less than 21 days after the date on which the request is submitted*);
 - (b) The projected end date of the NCS operation (*cannot be later than September 30, 2021*);

- (c) The total number of people experiencing unsheltered homelessness whom the jurisdiction intends to shelter in NCS;
- (d) A commitment to provide wraparound services that must, at minimum, include daily case management to stabilize residents in the NCS and connect them with permanent housing; for more information, see below;
- (e) A commitment to provide at least some of the permanent housing options necessary for NCS residents to successfully exit to a permanent housing option; for more information, see below.

(2) Narrative information about the proposed NCS operation:

- (a) Demonstration of need: information sufficient to establish, at minimum, (1) the size of the unsheltered population in the proposed service area and (2) that that population needs NCS to provide adequate protection against the impacts of COVID-19;
- (b) Proposed hotel(s) at which NCS rooms will be created; *LHC strongly encourages applicants to consolidated NCS into as few hotels as feasible;*
- (c) Wraparound services for NCS residents;
 - (i) This must include sufficient daily case management to stabilize residents and connect them with permanent housing;
 - (ii) LHC encourages applicants to consider other wraparound services that have emerged as best practices for NCS, including daily food provision, clothes provision, laundry services, healthcare linkages (physical, mental, and behavioral), and access to COVID-19 vaccinations;
 - (iii) Information about how the applicant, either directly and/or by arrangement with third parties, will fund and/or provide those services;
- (d) Permanent housing options for NCS residents;
 - (i) This must include information about how NCS residents will be prioritized to receive subsidized permanent housing through the local Continuum of Care for the homeless (CoC)'s Coordinated Entry System;
 - (ii) This must include how the applicant, either directly and/or by arrangement with third parties, will fund and/or provide permanent housing subsidies sufficient to meet the need beyond resources available through the CoC; *LHC strongly encourages applicants to review local housing authority options, including Section 8, to meet this need;*
 - (iii) This must include information about how NCS residents will be connected to affordable housing options either within the community or as close to the community as possible; this may include but is not limited to an assessment or inventory of scattered site units on the market, project-based units with public subsidies attached, linkages with landlord associations, commitments from housing authorities related to voucher portability, etc.
- (e) Operational flow;
 - (i) This must include a brief outline of how NCS residents will:

- 1) Be identified;
 - 2) Receive access and intake to NCS;
 - 3) Begin receiving and continue to receive proposed wraparound services;
 - 4) Be connected to permanent housing subsidies, including via the local CoC;
 - 5) Be connected to affordable housing options either inside or outside the community;
 - 6) Exit the NCS to permanent housing as soon as possible to ensure as few people as possible exit NCS to an unsheltered location.
- (f) Qualifications of all providers:
- (i) Brief descriptions of the applicant and of each wraparound service and permanent housing provider describing that entity's experience providing the service(s) in question; these descriptions should focus on demonstrating each entity's capacity to rapidly implement its area(s) of contribution to the NCS operation.
- (3) **Supporting documentation:**
- (a) *Required:* letters of commitment from all providers of wraparound services and permanent housing subsidies;
 - (b) *Strongly encouraged:* a statement from the appropriate local public health authority declaring that people experiencing unsheltered homelessness are at heightened risk of impact from the COVID-19 pandemic.

While there is no minimum or maximum page length for a given request, LHC strongly encourages applicants to keep their requests as brief as possible while ensuring they include all of the required information and documentation in this section.

C. How to Submit a Request

Requests should be submitted to LHC either:

- (1) *Preferably:* by email to Leslie Pelotto at lpelotto@lhc.la.gov; or,
- (2) By postal mail to the following address:

Leslie Pelotto, Housing Finance Deputy Administrator
Department of Housing and Homeless Services
Louisiana Housing Corporation
1690 North Boulevard 2nd Floor
Baton Rouge, LA 70802

Requests should include all documentation and information listed in Section II(B), “Contents,” of this document. Requests submitted via email should be submitted as PDF documents.

IV. Assessment of Requests

A. Overview

LHC will assess all requests on a rolling basis. LHC may, at its discretion, triage its order of assessment based on the perceived urgency of requests.

LHC will respond to all requests. LHC will respond in one of four ways:

- (1) *Conditional approval*: LHC will issue a conditional approval in writing to the applicant. “Conditional approval” means that LHC will begin working with the applicant to finalize the NCS operation, including finalizing hotel selection, wraparound services, permanent housing options, etc., while also submitting the proposal to FEMA or GOHSEP for subsequent approval.
- (2) *Delayed assessment*: LHC will issue a notice of delayed assessment in writing to applicant. “Delayed assessment” means that LHC is not currently in a position to review the application due to exigent circumstances (e.g. volume of applications), but that LHC may, if those circumstances resolve, assess the request at a later date. (If the request is not assessed at a later date, LHC will subsequently issue a rejection according to subsection (4), below.)
- (3) *Return pending resubmission*: LHC will return the applicant’s request and request that the applicant resubmit it with additional information. LHC is most likely to respond in this way if the request is missing one or more pieces of information or required documentation specified in Section II(B), “Contents,” of this document.
- (4) *Rejection*: LHC will issue a rejection in writing to the applicant. LHC will specify the grounds in which the request has been rejected, which may include but are not limited to deficits in any of the areas listed in Section IV(B), “Bases of Assessment,” in this document.

Each request will be reviewed and each response will be authorized by a member of LHC’s executive management team.

B. Bases of Assessment

LHC will assess all requests on the following bases:

- (1) Did the request come from an appropriate applicant?
- (2) Was the request submitted within the specified timeframe?
- (3) Did the request propose a reasonable timeframe of operations?

- (4) Did the request clearly articulate a need for NCS to limit the impact of COVID-19 among the unsheltered homeless population in the service area?
- (5) Did the request articulate a reasonable scope of operations, including:
 - (a) Population size;
 - (b) Number of NCS rooms requested and number of people served;
 - (c) Adequacy of wraparound services and their providers;
 - (d) Adequacy of permanent housing subsidy options and providers, including sufficient prioritization of NCS residents through the local CoC;
 - (e) Adequacy of affordable housing options, which may include but is not limited to local options and voucher portability plans?
- (6) Did the request articulate a reasonable operational flow for identifying NCS residents, serving NCS residents, and exiting NCS residents to permanent housing, while limiting exits to unsheltered locations to as few as possible?
- (7) Does LHC currently have the capacity to support additional NCS operations? This may include but is not limited to LHC's capacity to receive timely reimbursement for NCS financial outlays.
- (8) Did the request take into account all other congregate and non-congregate shelter resources in the service area?

LHC may, at its discretion, incorporate other bases for assessment not listed in this section. However, its assessments will focus primarily on the items listed above.

VI. Questions

Questions and other inquiries should be submitted to Leslie Pelotto, Housing Finance Deputy Administrator, at lpelotto@lhc.la.gov.