

UNITY of Greater New Orleans  
**REQUEST FOR PROPOSALS #17-1**  
Dedicated PLUS Permanent Supportive Housing Project  
August 3, 2017

---

UNITY of Greater New Orleans, the lead agency managing the homeless Continuum of Care for New Orleans and Jefferson Parish, is seeking proposals for one nonprofit or governmental organization to provide case management services and tenant-based rental assistance to formerly chronically homeless and vulnerable homeless persons residing in Orleans or Jefferson Parish.

It is anticipated that a total of \$497,918 will be available for this project, if funding is provided by HUD in the upcoming national CoC competition. If awarded by HUD through the competition, this Permanent Supportive Housing (PSH) Project would fund one agency to serve as project sponsor with a grant of approximately \$497,918 for a one-year period expected to begin in the Summer or Fall of 2018. A total of 40 clients are expected to be served by this project.

This grant will be eligible for annual renewal through the CoC funding competition based on project performance as well as program and fiscal compliance. Clients will be referred to the program through the coordinated assessment system which prioritizes clients for placement into the program. The persons eligible to be served in this PSH project are chronically homeless individuals/families with disabling conditions who are in need of ongoing supportive services in order to become and remain stably housed. Eligible clients will also include those eligible through the “Dedicated PLUS” criteria established by HUD in the 2017 CoC NOFA which includes:

- Those who are currently residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement.
- Those who are residing and have resided in a place not meant for habitation, a safe haven, or emergency shelter or at least 12 months in the last three years, but has not done so on four separate occasions.

*(For more information on Dedicated PLUS, see the 2017 CoC NOFA Section III.A3.d.)*

Nonprofit or governmental agencies are eligible to apply; agencies that are currently members of the UNITY Service Providers and Professionals Association as well as those agencies not currently receiving funds through the CoC are equally encouraged to apply.

-----**PROPOSALS ARE DUE BY 12 NOON MONDAY, AUGUST 28, 2017**-----

**Meetings and Deadlines**

- RFP Information Meeting: Thursday, August 3 at 9 a.m. in the 1<sup>st</sup> Floor Annex Conference Room, 2475 Canal Street.
- Deadline for submitting proposal to UNITY: Monday, August 28, 2017 at 12 Noon.
- UNITY informs applicants whether they were selected: Friday, September 1, 2017.

- Selected agencies submit any additional information needed by UNITY for HUD application: Friday, September 8, 2017.
- Anticipated Notification of Project Funding from HUD: January 2018
- Anticipated Project Start: Summer of Fall 2018

-----**BACKGROUND**-----

Successful applicants will demonstrate their commitment and ability to administer a highly effective “Housing First” program in which chronically homeless and vulnerable homeless persons with complex problems are successfully stabilized and housed without being required to comply with treatment as a condition of receiving housing. Successful applicants will demonstrate their ability to quickly obtain full Medicaid and SSI for clients, demonstrate the ability to rapidly house clients who are chronically homeless and living on the street or in a shelter.

The agency selected as project sponsor must:

- Provide ongoing rental assistance and case management services to approximately 20 chronically homeless individuals or families in apartments found in the private rental market.
- Accept referrals only through the CoC coordinated entry system which prioritizes clients based on the VI-SPDAT assessment tool and length of time homeless.
- Clients should be rapidly housed in less than 30 days from acceptance into the program.
- Participate in weekly navigation meetings to facilitate transition of clients into the program.
- Be willing to find housing for participants in either parish depending on the participant’s preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable and pass HQS inspection.
- Be willing to “front rents” for a period not expected to exceed 6 weeks until reimbursement is received from UNITY. This amount may average about \$15,000 -\$20,000 monthly once the program reaches full capacity.
- Once receiving funds from the Continuum of Care, maintain dues-paying membership in the UNITY Service Providers and Professionals Association.

**Funding amount:**

Supportive Services	\$ 99,000
Rental Assistance	\$382,080
Admin	\$ 16,838
<b>Total CoC Funding</b>	<b>\$497,918</b>
Match:	\$124,479

-----PROPOSAL FORMAT-----

**All proposals must address the following:**

- 1) **Title of Project:** *RFP 17-1 Dedicated PLUS PSH*, name of organization, Tax ID #, DUNS # and contact information of the applicant organization. Attach evidence of non-profit tax-exempt status (i.e. IRS 501(c)3 letter). **Indicate whether you propose to serve these clients as an expansion to an existing project.**
- 2) **Organizational Experience (10 points):** Describe the applicant organization's relevant experience in providing supportive services in a Housing First Permanent Supportive Housing program for persons who have mental and physical disabilities or substance use disorders. State your organization's mission and explain how this project relates to the mission of your organization. Describe ability to blend Medicaid funding with CoC funding, if applicable.
- 3) **Housing First/Low Barrier Approach (20 points):** Describe how you will utilize a "Housing First approach" in which assistance is offered without requiring compliance with treatment, medication, lack of income or any other area that would interfere with quickly housing a family within 14 days of entry into program. Describe how your program will ensure no additional barriers are placed on clients while they are enrolled in the program.
- 4) **Plan for Effective Case Management and Supportive Services (20 points):** (a) Describe the plan to providing effective case management services for the tenants so that they can remain permanently housed, including how you will work with tenants at the time of move-in and how you will promote, document and evaluate tenant progress. (b) Describe how case management services would address a situation in which a dually diagnosed PSH client in the building is engaging in extremely challenging behaviors interfering with the rights of others or threatening the essential functioning of the apartment building, such as making threats to other tenants, causing severe and permanent damage to his or her apartment, or engaging in illegal activity in the building. Outline your plan for addressing these and other challenging behaviors.
- 5) **Staff Experience (10 points):** Please describe the job duties and qualifications of the employees you will hire to provide these services and include a resume of the person who will supervise this staff. Also describe the evidence-based practices and interventions used by your staff and how staff acquire and maintain skills through training and supervision. Attach job description(s) of project staff and a resume of the person who will provide supervision.
- 6) **Implementation Timeline (5 points):** Describe the plan for rapid implementation, specifically how the project will house the first program participant within 1 month of the award and have full enrollment within 5 months. Include a timeline for hiring and training staff.
- 7) **Financial Capacity (15 points):** Budgets of selected applicants may be revised in consultation with UNITY upon notification of selection. Describe your agency's capacity and ability to front direct assistance payments to landlords (reimbursement from UNITY will not occur most likely until 6 weeks after your payments). Submit the most recent independent audit (and A-133 audit if applicable).

Attach documentation of matching funds which includes the following information for each funding source:

- Match or Leverage
- Type of Source: government or private
- Method: Cash or In-kind
- Date of Commitment
- Source of Match/Leverage
- Use for Match/Leverage

- 8) **Cultural Competence (5 points):** Describe your agency's cultural competence. Include experience in serving with cultural sensitivity people who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are Lesbian, Gay, Bisexual or Transgendered; who are Young Adults or Elderly; and who are extremely low-income. Describe the diversity of your board and staff, your agency's non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients' varied cultural and life experiences.
- 9) **Program Enhancement (5 points):** Describe what your agency will "bring to the table" to add value to this program through the provision of other resources, programs, or volunteers. This section can include a description of specific activities which are in place to identify and enroll Medicaid-eligible participants into Medicaid and information about past experience enrolling clients in Medicaid including specific outcome information.

**10) Attachments** (not counted towards page limit)

- Nonprofit documentation
- Copies of two most recent financial audits (including A-133 audit if applicable)
- Resume of supervisor
- Job Description(s) of project staff
- Match Commitment letter

**11) Other Considerations in the Scoring Proposals (DO NOT COMPLETE THIS SECTION. This is for information purposes only.)**

Each proposal is eligible for an additional 10 points to be determined by an independent review committee which will consider other factors in deciding which proposers would make a good project sponsor. These areas include:

- Contract compliance with previous UNITY-funded projects regarding spending, timely billing, HMIS data quality, submission of required reports, findings and concerns, etc.
- Performance results from Annual Progress Reports and monitoring reports.
- Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program

Please limit your proposal to no more than 6 pages (not including attachments).

**Proposals must be addressed to Martha Kegel, Executive Director of UNITY, and submitted to [proposals@unitygno.org](mailto:proposals@unitygno.org) no later than 12 noon on Monday, August 28, 2017.** Do not submit proposals by any other method. If you have questions about the RFP, please contact Valerie Coffin, Director of Continuum of Care Programs, at [vcoffin@unitygno.org](mailto:vcoffin@unitygno.org). Please visit UNITY's homepage at [www.unitygno.org](http://www.unitygno.org) periodically to see if answers to any questions submitted by you or others have been posted.