

UNITY of Greater New Orleans  
New Orleans-Jefferson Parish-City of Kenner Homeless Continuum of Care  
**REQUEST FOR PROPOSALS #18-1**  
**SAMSHA Homeless Services Initiative**

February 9, 2018

**Purpose of RFP**

The Substance Abuse and Mental Health Services Administration (SAMHSA) has issued a Funding Opportunity Announcement (FOA) for the 2018 Treatment for Individuals with Serious Mental illness, Serious Emotional Disturbance, or Co-Occurring Disorders Experiencing Homelessness. UNITY of Greater New Orleans, the lead agency for the Continuum of Care, is preparing a local funding application that will leverage the greatest resources for the New Orleans community and is seeking project sponsors for this initiative. If awarded through SAMHSA, project activities are expected to begin September 30, 2018. The project is expected to be funded for five years.

The purpose of the SAMHSA program is to support the development and/or expansion of the local implementation of an infrastructure that integrates behavioral health treatment and recovery support services for individuals, youth, and families with a serious mental illness, serious emotional disturbance, or co-occurring disorder or a serious emotional disturbance and substance use disorder who are experiencing homelessness. Grants will increase capacity to provide accessible, effective, comprehensive, coordinated, integrated and evidence-based treatment services, permanent supportive housing, peer supports, and other critical services for people experiencing homelessness.

The primary focus of this RFP will be the provision of services to assist homeless persons to obtain and maintain Permanent Supportive Housing, thereby assisting the goal of ending chronic homelessness and reducing youth homelessness. The Continuum of Care will identify a source of funding for rental assistance subsidies needed for clients in this program. The service provider will be responsible for housing coordination and navigation services including housing search, landlord negotiation, and the paperwork required to provide leasing assistance for clients in the program. This may also include assisting clients to obtain Housing Choice Vouchers.

UNITY is seeking 1-2 project sponsors for literally homeless populations who are on the street or in an emergency shelter to serve

- 50 Chronically Homeless Individuals with severe mental illness or co-occurring disorders
- 20 Youth (age 18-25) with severe mental illness, serious emotional disturbance or co-occurring disorders

All clients for the program will be referred by UNITY through the CoC Coordinated Entry system.

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. If selected, project sponsors will be expected to provide the services over a 5-year period.

For more information about this RFP, please contact Valerie Coffin, Director of CoC Programs, at [vcoffin@unitygno.org](mailto:vcoffin@unitygno.org). Please check [www.unitygno.org](http://www.unitygno.org) periodically for posts on answers to questions being asked about the RFP.

-----PROPOSALS ARE DUE TO UNITY BY NOON ON MONDAY, FEBRUARY 26, 2018-----

**Proposals must be emailed to the attention of Martha Kegel to [proposals@unitygno.org](mailto:proposals@unitygno.org). Agencies will be notified no later than Thursday, March 1, 2019 whether they were selected as a project sponsor for the SAMHSA application.**

**Expectations of Providers**

**Case Management, Housing Coordination and Recovery Support Services**

Experienced service providers are being sought to provide case management, housing coordination and recovery support services to chronically homeless individuals with serious mental illness, serious emotional disturbance, or co-occurring mental and substance use disorders.

Providers must be licensed Medicaid providers and/or Federally Qualified Health Centers that have at least two years of experience providing relevant services in the New Orleans area. Services under the grant must include the following:

- Comprehensive case management based on evidenced-based practices. Each case manager is expected to serve no more than 20 clients per full-time case manager.
- Housing search, placement and coordination; landlord mediation.
- Provide staff to use SOAR to increase client access to Social Security Benefits. Staff must have completed the SOAR on-line training and input data into the OATS data system.
- Include the services of a Certified Peer Support Specialist.
- Linkages with necessary services such as primary care services, substance use detoxification/treatment, mental health treatment, treatment services, supportive employment, education, and coordination to ensure enrollment in mainstream benefit programs. Recovery support services must be designed to improve access to and retention in services and to continue treatment gains, which may include some or all of the following as appropriate for each individual served: vocation, education, transportation services; independent living skills (e.g., budgeting and financial education); employment readiness, training and placement; crisis care; medication management; peer-led programs; discharge planning; and psychosocial rehabilitation.
- Provision for client transportation.
- Conduct SAMHSA’s GPRA client assessments at intake, 6 months, and 18 months. Timely submission of assessments must be no less than 90%.

**Expected Budget**

Each provider is expected to bill a portion of program costs to Medicaid (or other health insurance programs.)

	<b>Homeless Youth</b>	<b>Chronically Homeless Adults</b>
<b>Budget</b>	<b>20 clients</b>	<b>50 clients</b>
Salaries (Case Management, SOAR, Peer Specialist)	\$ 61,300	\$ 122,600
Fringe	\$ 14,712	\$ 29,424
Travel (Staff Mileage and Client Transportation)	\$ 3,000	\$ 6,000
Case Management Supplies (including phone, copier, laptop, office supplies)	\$ 4,540	\$ 9,080
<b>Total Direct Costs</b>	<b>\$ 83,552</b>	<b>\$ 167,104</b>
Indirect Costs	\$ 4,178	\$ 8,355
<b>Total SAMHSA Budget</b>	<b>\$ 87,730</b>	<b>\$ 175,459</b>

*A separate application should be submitted for each subpopulation the provider intends to serve. Providers may apply to serve more than one subpopulation. Provider may include in their budget a partner agency that would provide specialized services like SOAR or a Certified Peer Specialist.*

## Proposal Contents

Please limit your proposal to no more than five pages (not including attachments). Proposals must be emailed no later than **Noon on Monday, February 26** to the attention of Martha Kegel to [proposals@unitygno.org](mailto:proposals@unitygno.org). Agencies will be notified no later than Thursday, March 1, 2019 whether they were selected as a project sponsor for the SAMHSA application.

### 1. Target Subpopulation Your Application:

Indicate whether you propose to serve Chronically Homeless (50 clients) or Homeless Youth (20 clients).

### 2. Experience and Capacity

- Relevant experience and past performance (per program component) including at least 2 years of experience providing mental health and substance abuse recovery support services, housing search, housing placement, supportive stabilization services to the target population.
- If applicable, describe past performance with SAMSHA-funded projects including.
- Indicate whether your organization is a Medicaid service provider, is a Federally Qualified Health Center, and is designated by the state of Louisiana as a Permanent Supportive Housing provider for Medicaid services. Describe your organization's licenses and certifications.

**3. Experience Working with Target Subpopulation** - Describe the special needs and challenges presented by your target subpopulation chronically homeless, homeless youth with serious mental illness or co-occurring disorders, unsheltered homeless, and people who identify as LGBTQ. Describe how your organization incorporates evidence based practices to serve the unique needs of this population to remain stably housed. Describe your organization's strategies and experience in assisting homeless persons to voluntarily accept mental health and substance use treatment and in quickly accessing such treatment for them and crisis services when needed. Describe your organization's experience providing trauma-informed services and the relevance of such services. Include specific outcome data. Indicate your lead SOAR staff person, the number of clients assisted with SOAR in the past 12 months, and the outcomes as reported in the OATS system. Indicate your experience with Certified Peer Support Specialists on your staff or through a partner agency involved in this application.

### 4. Housing First Approach to Serving Homeless Individuals, particularly those resistant to housing

- Describe your agency's commitment to a "Housing First" philosophy in working with your target population to provide housing assistance without requiring compliance with substance use treatment or mental health treatment or medication.
- Include specific strategies to engage those who are resistant to housing.
- Describe which evidenced-based practices are already being utilized by your agency or that you plan to utilize with this program, if funded. (Critical Time Intervention, Trauma Informed Care, Harm Reduction, Motivational Interviewing, etc.)
- Describe how you train and measure fidelity to the models used by your agency including the most recent training and fidelity reviews that were conducted.

### 5. Program Design

- Briefly describe how your agency will design and implement the program if funded.
- Provide a resume of key personnel who will be responsible for the implementation and oversight of the program.
- Indicate whether new employees will be hired or if existing personnel will be utilized.
- Indicate whether any personnel connected to this project will be a licensed professional (i.e., Licensed Clinical Social Worker).

**6. Timeliness** - Describe your agency's ability to get this program up and running within two months of

notification by SAMHSA that the project has been funded. Also describe your agency’s ability to quickly house clients within 30 days of referral from the UNITY Coordinated Entry System.

**7. Program Enhancement** - Describe what your agency will “bring to the table” to enhance the performance of this program. Describe what existing collaborations with relevant agencies your agency has developed that could be beneficial to this project. Relevant agencies include but are not limited to those dealing with substance use, mental health, child welfare, juvenile justice, and primary care providers. No match is required, however, the program must bill Medicaid for any eligible services provided to clients with Medicaid. This billing is expected to result in a cost-savings to the program to provide services to a greater number of clients.

**8. Cultural Competence** - Describe your organization’s cultural competence. Include experience, in serving with cultural sensitivity, people who are racially, ethnically and religiously diverse; who speak languages other than English (CLAS standards); who have a range of physical and mental disabilities; who are lesbian, gay, bisexual or transgender, who range in age from youth to elderly; and who are living on the street and extremely low-income. Indicate the diversity of management staff and board members. Also describe how your organization receives input from clients to improve service delivery.

**9. Proof of Non-Profit Status**

- If applicable, attach proof of nonprofit tax-exempt status, if your agency is a non-profit organization.
- Attach copy of last 2 years of audited financial statements with summary of find statements.
- Attach copy of incorporation and by-laws.
- Attach letter of good standing from the State.

**10. Budget Narrative (optional)**

Below is the expected budget. You may submit a detailed line-item budget and/or budget narrative that provides additional information regarding the proposed staffing pattern and costs for the proposed program. If your agency is selected to be included in the proposal to SAMHSA, you will need to provide a detailed budget.

	Homeless Youth	Chronically Homeless Adults
	20 clients	50 clients
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This budget is not intended to pay 100% of all the services provided for clients in this program. Each provider is expected to bill a portion of program costs to Medicaid (or other health insurance programs.)

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