

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS #18-5
Rapid Rehousing & Coordinated Entry for Survivors
July 16, 2018

I. Purpose of RFP

UNITY of Greater New Orleans, the lead agency for the homeless Continuum of Care (CoC) for New Orleans, Jefferson Parish and Kenner, is seeking proposals from nonprofit and governmental agencies to select one or more project sponsors to provide Supportive Services Only-Coordinated Entry (SSO-CE) and/or Rapid Rehousing (RRH) rental assistance and supportive services to survivors of domestic violence, dating violence, sexual assault, and stalking meeting the definition of homelessness under the CoC Interim Rule at 24 CFR § 578.3(4).¹ It is anticipated that up to \$1,080,508 may be available for new Domestic Violence (DV) bonus projects providing RRH benefitting the target population should such funding be awarded by HUD in the upcoming 2018 CoC Program national competition.²

Rapid Rehousing (RRH) services must follow a Housing First approach and will be provided to the target population through the provision of up to six months of rental assistance and supportive services. In most cases, clients are expected to be able to “transition in place” and sustain rents on their own after the rental assistance has ended. This project is expected to fund one to four project sponsors. Each project sponsor will be expected to serve at least 15 households at any moment in time and 30 households during the project year.

Supportive Services Only-Coordinated Entry (SSO-CE) services will implement policies, procedures, and practices that better equip the CoC’s Coordinated Entry System to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. It is expected that one project sponsor would be selected for this component.

The target population for these projects are survivors of domestic violence, dating violence, sexual assault, and stalking who are homeless, living in emergency shelters, on the street or in abandoned buildings, and/or who are fleeing or attempting to flee such violence, assault, stalking, or other dangerous or life-threatening conditions. For this population, the CoC Interim Rule at 24 CFR § 578.3(4) defines as “homeless”:

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and

¹ https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

² <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

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- (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Within this target population, applicants may choose to provide additional focus on specific sub-populations (i.e. youth, families with children, etc.) who may be survivors of domestic violence, dating violence, sexual assault, and/or stalking.

The project sponsor(s) should be expected to begin providing services under this project by the Summer or Fall of 2019 if awarded through the HUD CoC Program competition. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance including program and fiscal compliance.

Nonprofit or governmental agencies are eligible to apply; agencies that are currently members of the UNITY Service Providers and Professionals Association (SPPA) as well as those agencies not currently receiving funds through the Continuum of Care are equally encouraged to apply. For more information, please see the UNITY of Greater New Orleans website at: www.unitygno.org.

II. The selected project sponsor(s) must be willing to:

Rapid Rehousing Services

- Provide rental assistance and case management services to the target population.
- Accept only eligible households referred through the coordinated entry system which will screen, prioritize, and refer clients identifying themselves as survivors of domestic violence, dating violence, sexual assault, and stalking.
- Participate in weekly CoC Family Navigation meetings.
- Take client households to visit suitable housing units as part of the housing search process, ensuring safety is a key consideration.
- Identify housing units and conduct HQS inspections.
- Clients should be rapidly housed in less than 30 days from acceptance into the program where it is safe to do so.
- Input data into HMIS-comparable system within 24-hours of referral and continually update data.
- Report RRH openings to the Coordinated Entry System within 24-hours of client discharge.
- Cover or “front” rent for a period not expected to exceed 6 weeks until reimbursement is received from UNITY. This amount may average \$16,000/monthly once the program reaches full capacity.
- Once receiving funds through the Continuum of Care, maintain dues-paying membership in the UNITY Service Providers and Professionals Association (SPPA).

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SSO-CE Services

- Work with UNITY to develop and implement policies, procedures, and practices that better equip the CoC’s Coordinated Entry System (CES) and CoC providers to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.
- Work with UNITY to provide appropriate training to Coordinated Entry and CoC providers to ensure all CoC projects are equipped to serve survivors with cultural competence, sensitivity, and in a manner that will increase the clients’ safety.
- Act as a CES point of entry for clients identifying themselves as survivors of domestic violence, dating violence, sexual assault, and stalking whoa are in need of emergency shelter, crisis services, and/or permanent housing services.
- Input data into an HMIS-comparable system within 24-hours of referral and continually update data.

III. Budget Details

This project would fund one to four project sponsors for the Rapid Rehousing component. A total of 60-80 households are expected to be served by this project at any moment in time with the budget below.

Rapid Rehousing Budget	60-80 Households at any moment
Supportive Services	\$ 214,370
Rental Assistance	\$ 759,600
Administrative	\$ 34,089
Total CoC Request	\$ 1,008,059
Match (25% of Total Award)	\$ 252,014

Coordinated Entry Budget	Budget Amount
Supportive Services	\$ 70,000
Administrative	\$ 2,450
Total CoC Request	\$ 72,450
Match (25%)	\$ 18,113

IV. Additional Information:

Please consult HUD’s CoC Program website for a description of the rules governing these program funds, how funds can be used, and the matching funds requirements for supportive services. www.hudexchange.info/programs/coc/. Additional information on RRH Programs: www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf or www.naeh.org.

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Information on this year's DV Bonus funding can be found here:

www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/-nofa-and-notices. For a definition of the eligible target population, please see the CoC Interim Rule at 24 CFR § 578.3(4):
http://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf.

V. Important RFP Dates and Deadlines:

- **RFP Information Meeting: Friday, July 20, 2018 at 9:15 a.m.** in the 1st Floor Annex Conference Room at 2475 Canal Street in New Orleans.
- **Deadline for submitting proposal to UNITY: Monday, August 13, 2018 at 12:00 pm noon.**
- **UNITY informs applicants whether they were selected: Thursday, August 16, 2018.**
- **Additional information needed by UNITY for HUD application submitted by selected agencies: Thursday, August 23, 2018 at 12:00 pm noon.**
- **Appeals due to UNITY: Thursday, August 23, 2018 at 12:00 pm noon.**
- **Project Start: Summer or Fall 2019**

----- Proposals are due by Monday, August 13, 2018 by 12:00 pm noon -----

**Proposals must be addressed to Martha Kegel, Executive Director of UNITY,
and submitted to proposals@unitygno.org
no later than 12:00 pm noon on Monday, August 13, 2018.**

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. Please visit UNITY's homepage at www.unitygno.org periodically to see if answers to any questions submitted by you or others regarding the RFP have been posted.

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VI. Proposal Format for Submission

Your proposal must be no more than 8 pages in length and must address the following:

#	Question	Points: RRH	Points SSO-CE
1	<p>Title of Project: <i>RFP #18-5 Rapid Rehousing and Coordinated Entry for Survivors</i>, Name of Organization, Tax ID #, DUNS #, and contact information for the applicant organization. Please attach evidence of non-profit tax-exempt status. Indicate which component you propose to serve (RRH and/or SSO-CE) and the number of households you propose to serve (minimum of 15 for RRH).</p>	N/A	N/A
2	<p>Organizational Experience: Describe the applicant organization’s relevant experience: a) Providing services to survivors of domestic violence, dating violence, sexual assault, and/or stalking; b) Providing Rapid Rehousing (RRH), Transitional Housing (TH), or other housing and supportive services to this population. c) Please state your organization’s mission and explain how this project relates to the mission of your organization.</p>	10 Points	5 Points
3	<p>Need for Housing and Services: Thoroughly describe and quantify the unmet need for housing and services for survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking within the CoC’s geographical area. Please cite your source(s) for such data/need.</p>	20 Points	25 Points
4	<p>Meeting Unmet Need: Describe how your proposed project will address the unmet, unique housing and services needs of survivors of domestic violence, dating violence, sexual assault, and stalking. Please be specific regarding your proposal.</p>	20 Points	25 Points
5	<p>Plan for Effective Case Management and Supportive Services: (a) Please describe your project plan for providing effective RRH and case management services to eligible clients to assist them in securing safe and appropriate housing and to 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 your project will utilize trauma-informed, client-centered approaches to care to ensure both the housing and safety needs of your clients are met.</p>	8 Points	5 Points
6	<p>Addressing Safety Needs: (a) Please describe your organization’s proposed or existing protocols, including emergency transfer plans, that prioritize client safety and incorporate services that are trauma-informed and victim-centered in nature; and (b) How your project will maximize client choice for housing and services while ensuring client safety and confidentiality.</p>	10 Points	10 Points
7	<p>Housing First/Low Barrier Approach: Please 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. Please detail how your project will enhance the safety of program participants within the “Housing First” context.</p>	2 Points	2 Points

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8	<p>Staff Experience and Training: 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. Please describe the type(s) and frequency of trainings your staff receive on best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence. Attach job description(s) of project staff and a resume of the person who will provide supervision.</p>	5 Points	5 Points
9	<p>Implementation Timeline: Describe your plan for rapid project implementation, specifically how the project will house the first program participant through RRH (if a RRH project) within 1 month of the award and have full enrollment within 5 months of award. If a stand-alone SSO-CE project, describe your plans for launching CES entry point services and providing training to CoC providers. Please include a timeline for hiring and training staff.</p>	2 Points	2 Points
10	<p>Financial Capacity: Indicate your proposed budget for each component being requested, including the budget request for supportive services and for rental assistance. Administrative costs may be no more than 3.5% of the subtotal of supportive and rental assistance funding requested. Budgets of selected applicants may be revised in consultation with UNITY upon notification of proposal selection. Describe your agency's capacity and ability to front direct rental assistance payments to landlords (reimbursement from UNITY will not occur most likely until 6 weeks after your payments). Submit the organization's two most recent independent audits (and A-133 audit if applicable); if no audit exists, please attach your organization's financial statements for the past two years. Attach documentation of matching funds (25% of requested amount), which includes the following information for each funding source:</p> <ul style="list-style-type: none"> ▪ Source: Government or Private ▪ Method: Cash or In-kind ▪ Date of Commitment ▪ Specific Source of Match 	5 Points	5 Points
11	<p>Cultural Competence: Please describe your agency's cultural competence in serving survivors of domestic violence, dating violence, sexual assault, and stalking. Please also describe your agency's cultural competence including experience with cultural sensitivity to 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 Transgender; 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.</p>	8 Points	8 Points
12	<p>Program Enhancement: Describe how this project will utilize other resources, programs, partnerships, and/or benefits to increase participant safety and housing stability, and/or improve the CES for DV survivors.</p>	5 Points	3 Points

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13	<p>Other Considerations – Outcome Performance, Contract Compliance: Each proposal is eligible for an additional 5 points to be determined by the Project Evaluation and Selection Committee which will consider additional factors in deciding which proposers would make a good project sponsor. These include:</p> <ul style="list-style-type: none"> ▪ Contract compliance with previous CoC and ESG funded projects regarding spending, timely billing, data quality, submission of required reports, findings and concerns, etc. ▪ Performance results from CoC and ESG Annual Progress Reports and monitoring reports. ▪ Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program. <p><i>*For project sponsors without a history with UNITY and/or the CoC, please provide two letters of reference from organizations, officials, or others who are familiar with your organizational performance.</i></p>	5 Points	5 Points
TOTAL:		100	100
15	<p>(BONUS) Building Community Capacity: In order to build community capacity, 5 bonus points will be awarded to applicants that are not currently receiving CoC funds.</p>	5 Points	5 Points

VII. Mandatory Attachments:

- Attach a copy of your 2 most recent annual Financial Audits.
- Attach proof of nonprofit tax-exempt status, if your agency is a non-profit organization.
- Resume of Project Supervisor or Director
- Job Description(s) of Project Staff
- Match Commitment Letter indicating source of matching funds and uses of those funds on project activities. Match of 25% of total sub-recipient budget is required.
- For project sponsors without a history with UNITY and/or the CoC, please provide two letters of reference from organizations, officials, or others who are familiar with your organizational performance.

**Please note: Mandatory Attachments will not be considered in the proposal page limit.*

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