

**UNITY of Greater New Orleans**  
**REQUEST FOR PROPOSALS #14-2**  
**Rapid Rehousing Project**  
July 28, 2014

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**Purpose of RFP**

UNITY of Greater New Orleans, the lead agency for the homeless Continuum of Care (CoC) for New Orleans and Jefferson Parish, is seeking proposals from nonprofit and governmental agencies to select one project sponsor to provide Rapid Re-housing services to at least 85 homeless individuals or families over the project year, with a preference for homeless veterans. A total of approximately \$335,000 is available for the project sponsor. The new project is expected to begin September 1, 2014 or shortly thereafter. It is anticipated that this project would be renewed annually assuming that the project sponsor is in good standing with UNITY regarding program and fiscal compliance.

The agency selected to implement this Rapid Rehousing grant is expected to play a major role in assisting to achieve Mayor Landrieu's goal of ending veteran homelessness by December 31, 2014. The funds will be used as 1) bridge funding with which to house and provide services to homeless veterans who need Permanent Supportive Housing while they await PSH to become available; 2) short-term rental and case management assistance for homeless veterans who do not need PSH and are not eligible for the SSVF program; 3) bridge funding for chronically homeless and vulnerable homeless persons while they await PSH to become available or while their eligibility for Medicaid PSH services is being established; and 4) short-term rental and case management assistance for other literally homeless subpopulations, including those living in homeless situations hazardous to public health.

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 Continuum of Care are equally encouraged to apply.

-----**Proposals are due by Thursday, August 14, 5:00 pm**-----

The selected project sponsor must be willing to:

- Accept only clients referred by the Continuum of Care's coordinated entry system registry, which prioritizes clients based on the VI-SPDAT and other agreed-upon criteria.
- Provide tenant-based rental assistance under HUD's CoC program regulations
- Provide high quality case management services, including assisting clients in obtaining Medicaid and Medicaid 1915i services in order to qualify for services under the state Shelter Plus Care program.
- Be willing to find and inspect housing for participants in either Jefferson or Orleans Parish depending on the client's preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable.
- Be willing to "front rents" for a period not expected to exceed 6 weeks until reimbursement is received from UNITY.
- Once receiving funds through the Continuum of Care, maintain dues-paying membership in the UNITY Service Providers and Professionals Association.

UNITY will assist the selected project sponsor in developing a more detailed budget. The annual budget will include approximate funding in these budget line items:

Supportive Services: \$109,000 for case management services

Rental Assistance: \$226,000 for rental assistance

**TOTAL: \$335,000**

### Meetings and Deadlines

- Informational Q&A Meeting to Discuss RFP: Wednesday, August 6 (please email [jkiemen@unitygno.org](mailto:jkiemen@unitygno.org) for information as to time and place of meeting, or visit [www.unitygno.org](http://www.unitygno.org) closer to the date for more information)
- **Deadline for submitting proposal to UNITY: Thursday, August 14, 5:00 p.m.**
- UNITY informs applicants whether they were selected: Wednesday, August 20
- Project begins operation: September 1, 2014 or as soon as possible thereafter

### PROPOSAL FORMAT

**Your proposal, no more than 6 pages, must address the following:**

- 1) **Commitment and Experience** (35 points) - Describe your agency's commitment, experience and past performance in providing Rapid Rehousing and/or Permanent Supportive Housing to homeless veterans, chronically homeless persons, and vulnerable homeless persons. Describe your agency's experience, relevant to these populations, in conducting housing search, providing services to obtain Medicaid and Medicaid 1915i services, providing high quality case management services, and transitioning clients from Rapid Rehousing to Permanent Supportive Housing. Describe your agency's experience utilizing a "Housing First approach" in which housing is provided without requiring compliance with treatment or medication. Include past performance on other HUD-funded projects or similar projects, if applicable. Give actual examples of how your agency has assisted particular homeless participants with especially challenging behaviors to help obtain and retain housing and achieve stability in their behavioral and physical health.
- 2) **Plan for Effective Case Management** (15 points) - Describe your plan for providing effective case management to assist participants to obtain and retain housing and secure Medicaid and Medicaid 1915i services. Describe the duties of the employees you will hire to provide the services and how they will be supervised. Attach a resume of the person who will provide supervision and the case managers, if known.
- 3) **Financial Capacity** (15 points) - Describe your agency's capacity and ability to front direct assistance payments to landlords (reimbursement from UNITY may not occur until 6 weeks after your payments). A copy of the agency's two most recent audits must be submitted with the management letters.
- 4) **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.

- 5) **Program Enhancement** (7 points) -- Describe what special assets your agency will “bring to the table” in enhancing the performance of this program. Describe what matching funds will be used for your supportive services and rental assistance activities. Match may include in-kind sources and can include administrative costs.
- 6) **Ability to achieve a quick start-up** (23 points) – Because of the urgency and importance of the Mayor’s goal of ending veteran homelessness by December 31, 2014, the ability to achieve quick start-up is essential. Describe your plan for beginning this program within 2-3 weeks of receiving notice of grant award. The selected agency will receive notice by August 20 and is expected to begin the program by September 1 or as soon as possible thereafter. Describe your experience achieving quick start-ups in implementing other programs and describe the speed with which you achieved start-up and the speed with which you achieved full implementation of the grant.
- 8) **Other** - mandatory to be considered for selection, attachments not considered in page limit
  - \* 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.
- 9) **Other Areas To Be Considered in Scoring of Proposals (DO NOT COMPLETE THIS SECTION. This is for information purposes only.)** Each proposal is eligible for an additional 15 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, concerns and findings, etc.
  - Performance results from Annual Progress Reports and monitoring reports.
  - Participation at SPPA meetings, on CoC committees, etc.
  - Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program

Please limit your proposal to no more than six pages. Proposals should be received at UNITY **by 5 pm on Thursday, Aug. 15, 2014. Proposals should be clearly labeled with the name of the project grant being applied for. Proposals should be addressed to Martha Kegel, Executive Director, UNITY of Greater New Orleans, and must be emailed to proposals@unitygno.org.** To express interest and/or obtain more information, please contact Contracts Manager Jeff Kiemen at (504) 821-4496 ex. 101 or [jkiemen@unitygno.org](mailto:jkiemen@unitygno.org).

Please visit [www.unitygno.org](http://www.unitygno.org) regularly to review any Q&As that are posted in response to questions being asked by interested organizations.