

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS 14-6
Permanent Supportive Housing Project (former Esplanade Project)
November 11, 2014

UNITY of Greater New Orleans, the lead agency for the homeless Continuum of Care (CoC) for New Orleans and Jefferson Parish, is seeking proposals for a Permanent Supportive Housing Project, which will provide leasing assistance and supportive services to 30 individuals and/or families with a priority to serve disabled veterans and the chronically homeless.

A total of \$550,191 will be available for this project to fund one agency to serve as project sponsor with an initial 22-month period to begin **December 2014**. It is anticipated that this grant would be renewed annually for the project sponsor assuming that it is in good standing with UNITY regarding program and fiscal compliance. The persons eligible to be served in this PSH project are mentally and/or physically disabled veterans, chronically homeless individuals/families, and other disabled individuals with the longest histories of homelessness that are in need of on-going supportive services in order to become and remain stably housed. Clients will be referred to the program from the PSH Registry and the Coordinated Assessment System which prioritizes clients for placement into the program. This program will provide leasing assistance as defined by the FY2009 NOFA under which this project has been funded.

Threshold criteria:

- Non-profit 501(c)3 Organization or Government Agency
- No audit findings in most recent two years.
- Applicant must provide 25% cash match for supportive services.

-----**Proposals are due by November 18, 2014 by Noon**-----

PSH is affordable and permanent rental housing linked to supportive services designed to enable a person to become and remain stably housed. National studies show that PSH is a cost-effective solution to chronic homelessness and that it can successfully house and stabilize vulnerable persons living on the street who previously often were believed to be beyond help. UNITY expects the selected project sponsor to follow “Housing First” principles and to persevere in providing housing and services to each client despite the difficulties of doing so.

The agency selected as project sponsor must:

- Provide ongoing leasing assistance and case management services to 30 disabled veterans, chronically homeless individuals or families, or other disabled homeless individuals in apartments found in the private rental market.
- Accept veterans and chronically homeless persons/families referred from the UNITY PSH Registry/Coordinated Assessment System, which maintains a registry of homeless persons eligible for PSH and ranks them according to their risk of dying and the length of time they have been homeless. Participants for this project would be referred by the Registry.
- 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 may not exceed the current area Fair Market Rents.
- 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 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.
- For further information about housing first programs providing PSH for chronically homeless persons, the the following websites may offer useful information: www.pathwaystohousing.org; www.csh.org; www.naeh.org; and www.unitygno.org.

BUDGET: The 22 month project budget for the project sponsor will include the budget line items in the table below.

Activity	Description of Funds	Total CoC Budget
Leasing Assistance	30 one-bedroom units @ \$765	\$424,050
Supportive Service	1.3 Case Managers (2@ 0.625 FTE \$39,000/year salary) \$89,214 Case Manager Fringe (25% of salary) \$22,308 Case Management Supervision \$1,200	\$ 112,722
Administration	Administrative Costs	\$13,419
Match Requirement	25% supportive services budget	\$ 28,181

Total Funding Available: \$550,191
December 1, 2014 – September 30, 2016

Applications must be emailed by noon, Tuesday, November 18 to proposals@unitygno.org. Agencies will be notified by November 19 whether they were selected as a project sponsor. Project sponsor is expected to take client referrals beginning December 1, 2014.

PROPOSAL FORMAT

Proposals should be no more than 5 pages and address the following:

Title of Project: RFP 14-6

1) Interest and Experience- Describe the special needs and challenges presented by chronically homeless persons and explain why your agency is interested in and committed to serving this population. Describe your agency’s experience and past performance in providing housing placement, direct financial assistance and supportive stabilization services to homeless persons with disabilities. Include past performance on other HUD-funded projects or similar projects, if applicable. **(15 points)**

3) Housing First Approach - Describe how you will utilize a “Housing First approach” in which assistance is offered without requiring compliance with treatment or medication and in which your agency perseveres in providing housing and services despite often challenging behavioral health issues. Describe your agency’s plans to acquire further training and expertise in housing and case management for chronically homeless persons. **(15 points)**

4) Plan for Effective Case Management - Describe how you have provided effective case management with other similar programs in the past. Describe your plan for providing effective case management to assist participants obtain and retain housing in this program. 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. Give an example of how you would address a participant with challenging behaviors to help retain housing stability. **(15 points)**

5) Timeline - Describe your timeline for reaching full program capacity in housing 30 participants within 6 months after the start date of your grant agreement. Describe timeline to identify staff to begin receiving project participants on December 1, 2014. **(20 points)**

6) Financial Capacity - Describe your agency’s capacity and ability to front direct assistance payments to landlords (reimbursement from UNITY may not until 6 weeks after rent checks have been disbursed) **(20 points)**

7) **Cultural Competence** - 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; 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 points)**

8) **Program Enhancement** - Describe what your agency will "bring to the table" in enhancing the performance of this program. Describe what matching funds will be used to provide the annual cash match required by HUD for your supportive services activities. **(5 points)**

9) **Other** (mandatory to be considered for funding) (these attachments not included in page limit)

- Attach proof of nonprofit tax-exempt status, if your agency is a non-profit organization.
- Attach a copy of your 2 most recent annual Financial Audits.

10) **Additional Scoring Considerations (DO NOT COMPLETE THIS SECTION. This is for information purposes only.)** Each proposal is eligible for an additional **5 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.
- Participation at SPPA meetings, on CoC committees, etc.
- Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program

The proposal narrative should be limited to no more than 5 pages. **Proposals must be addressed to Martha Kegel, Executive Director of UNITY, and submitted to proposals@unitygno.org no later than noon on Tuesday, November 18, 2014.** Do not submit proposals by any other method.

Submission should include:

- 1) Narrative – no more than 5 pages
- 2) Documentation of Non-Profit Status (501(c) 3 IRS letter)
- 3) Two most recent financial audits
- 4) Documentation of match

If you have questions about the RFP, please contact Valerie Coffin, Director of Continuum of Care Programs, at vcoffin@unitygno.org or 504-821-4496x112. Please visit UNITY's homepage at www.unitygno.org periodically to see if answers to any questions submitted by you or others have been posted.