

UNITY OF GREATER NEW ORLEANS  
REQUEST FOR PROPOSALS #15-1  
*“Home is Where the Heart Is”*

TO PROVIDE SUPPORTIVE SERVICES TO FORMERLY HOMELESS  
PERSONS IN A PERMANENT SUPPORTIVE HOUSING BUILDING

**September 14, 2015**

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 organization to provide on-site case management services to formerly chronically homeless and vulnerable homeless persons residing in the Dr. Everett and Melva Williams Building at 2101 Louisiana Avenue.

The Williams Building is a replication of the mixed-population developments pioneered by Community Solutions (formerly Common Ground) and which are specifically designed to meet the needs of the chronically homeless and re-integrate them into the community. The Williams Building has been operating for two years and includes 21 PSH apartments for the formerly chronically and vulnerable homeless, in addition to 21 non-PSH apartments for the working poor.

The PSH tenants, nearly all of whom are formerly chronically homeless unaccompanied adults, have mental or physical disabilities, often co-occurring with substance use disorders, and are moving into the buildings directly from the streets, abandoned buildings, or emergency shelter.

**Important Dates**

<b>Application Deadline</b>	Monday, September 28 at 5 p.m.
<b>Meeting of Selection Committee</b>	Thursday, October 1
<b>Selected Subrecipient Notified</b>	Thursday, October 1
<b>Meeting with Recipient and UNITY</b>	Friday, October 2
<b>Subrecipient Contract</b>	Friday, October 2
<b>Staff hired and ready to serve clients at Williams Building</b>	Monday, November 2

*Applications must be emailed  
no later than 5:00 p.m., Monday, September 28  
to [proposals@unitygno.org](mailto:proposals@unitygno.org).*

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 also demonstrate their ability to quickly obtain full Medicaid and SSI for clients.

Initial funds for the supportive services will be provided by 1) the HUD Continuum of Care funds already awarded to UNITY through the project “Home is Where the Heart Is” and 2) hurricane recovery CDBG funds through the state PSH program. The HUD Continuum of Care funds are considered to be annually renewable with demonstration of good performance and compliance with funding terms. The hurricane recovery CDBG funds must be fully replaced by Medicaid billing within 12 months. Therefore, successful applicants must demonstrate their ability to provide Medicaid-reimbursable behavioral health services: Community Psychiatric Supportive Treatment (CPST) and Psycho-Social Rehabilitation (PSR).

All PSH tenants of the building will be selected by UNITY using the Coordinated Entry System and the PSH Registry. All PSH tenants will be persons with mental or physical disabilities, including addictive disorders, who have been living on the streets, in abandoned buildings, or in emergency shelters or who originally came from those places. Most of the PSH tenants will be chronically homeless persons. HUD defines chronic homelessness as: **An individual or family with a disabling condition who has been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. Disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter during that time.**

The selected service provider will provide supportive services for the persons living in the 21 PSH apartments which are scattered throughout the complex. The selected service provider will employ 1.5 FTE case managers on-site and a part-time supervisor to serve the PSH clients. Office space for case management staff will be provided by UNITY on-site. The staff should be hired, in place, and ready to provide services to clients no later than November 2, 2016.

Agencies applying to provide services must demonstrate that they have current COA or CARF certification, are a current Medicaid provider for CPST and PSR services, and they will be able to bill Medicaid for providing PSH services at the Williams Building no later than March 31, 2016.

**Budget Information:** The amount available to provide case management services is approximately \$128,700 for the first contract year of November 1, 2015 – October 31, 2016 which includes both CoC funding and DHH funding. Both sources of funding will be provided through a contract from UNITY. In the second and subsequent years there will be no funding from DHH. The CoC funding is expected to continue in subsequent years at \$87,100 per year for case management services (including supervision) and \$2178 for project administration.

Applicants are NOT required to submit a budget with their proposal. If selected, the budget will be jointly determined by UNITY and the recipient. The actual amount available may vary based on the transition plan that is being developed with the current project sponsor for the first contract year.

**YEAR ONE**

<b>Estimated Budget November 1, 2015 – October 31, 2016</b>	<b>CoC Funds “Home is Where the Heart Is”</b>	<b>DHH CDBG</b>	<b>Total Year One</b>
1.5 FTE Case Managers with Fringe	\$56,250	\$32,600	\$88,850
.5 FTE Case Manager Supervisor (with fringe)	\$30,850	\$3,500	\$34,350
Case Manager Travel and Office Supplies		4,000	\$4,000
Client Travel and Client Supplies		\$1,500	\$1,500
<b>Subtotal Supportive Services</b>	<b>\$87,100</b>	<b>\$41,600</b>	<b>\$128,700</b>
Administrative Costs	\$2,178		\$2,178
<b>Total Funding</b>	<b>\$89,278</b>	<b>\$41,600</b>	<b>\$128,700</b>
Match	\$22,320		\$22,320

**YEAR TWO**

<b>Estimated Budget November 1, 2016 – October 31, 2017 (and subsequent years)</b>	<b>CoC Funds “Home is Where the Heart Is”</b>
1.5 FTE Case Managers with Fringe	\$56,250
.5 FTE Case Manager Supervisor (with fringe)	\$30,850
<b>Subtotal Supportive Services</b>	<b>\$87,100</b>
Administrative Costs	\$2,178
<b>Total Funding</b>	<b>\$89,278</b>
Match	\$22,320

**All proposals must address the following:**

- 1) 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).
- 2) **Organizational Experience:** 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 and substance addictions. State your organization's mission and explain how this project relates to the mission of your organization.
- 3) **Case Management Plan:** (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.
- 4) **Staff Experience:** 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.
- 5) **Medicaid Billing:** Please attach a) evidence of COA or CARF certification and b) evidence of ability of bill Medicaid for CPST and CPR services and c) your plan for being able to bill Medicaid at the Williams Building no later than March 31, 2016.
- 6) **Financial:** Submit the most recent independent audit (and A-133 audit if applicable). Budgets of selected applicants may be revised in consultation with UNITY upon notification of selection.
- 7) **Other:** Describe what your agency will "bring to the table" to add value to this program through the provision of other resources, programs, or volunteers.

Please limit your proposal to no more than 10 pages (not including the evidence of certification, Medicaid billing ability (Magellan contract), audit and tax-exempt status).

**Proposals must be addressed to Martha Kegel, Executive Director of UNITY, and submitted to [proposals@unitygno.org](mailto:proposals@unitygno.org) no later than 5:00 p.m. on Monday, September 28, 2015.** (Please 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.