

UNITY of Greater New Orleans  
REQUEST FOR PROPOSALS #16-4  
**Families Rapid Rehousing Project**  
July 22, 2016

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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 rapidly re-house approximately 48 literally homeless families during the program year (16 households at any given time) through the provision of up to 3 months of rental assistance and supportive services. A total of approximately \$ 239,256 is available for the project sponsor. The project is eligible for annual renewal through a competitive process assuming that the project sponsor is in good standing with UNITY regarding program and fiscal compliance. The new project will begin in August 2016. The performance period for the project is August 1, 2016- July 31, 2017.

The target population for this project is homeless families who are living in emergency shelters, on the street or in abandoned buildings. In most cases, clients are expected to be able to “transition in place” and sustain rents on their own after 3 months of assistance.

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 Monday, August 8, 2016 at 6:59 p.m.**-----

The selected project sponsor must be willing to:

- Provide rental assistance and case management services, including employment search assistance and planning for financial self-sufficiency within 3-6 months, to homeless families.
- Accept only homeless families who are referred by the coordinated entry system which will refer clients who are currently living on the street, locations not meant for human habitation, emergency shelters or safe havens. The system prioritizes referrals based on acuity and length of time homeless.
- Be willing to find and inspect housing for participants.
- Participate in bi-monthly family navigation meetings.
- Clients should be rapidly housed in less than 30 days from acceptance into the program.
- Input data in HMIS within 24-hours of referral and continually update data.
- Report openings to the Coordinated Entry within 24-hours of client discharge
- Be willing to “front rents” for a period not expected to exceed 6 weeks until reimbursement is received from UNITY. This amount may average \$12,000/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.

**Rapid Rehousing Budget**

In your proposal, please provide a detailed budget on how you would allocate the supportive services dollars.

|                             |                                       |
|-----------------------------|---------------------------------------|
| Supportive Services:        | \$ 46,400                             |
| Rental Assistance:          | \$ 184,896                            |
| Administrative:             | \$ 7,960                              |
| <hr/>                       |                                       |
| TOTAL CoC funds             | \$ 239,256                            |
| <b>Match</b>                | <b>\$ 59,814 (25% of Total Award)</b> |
| <b>Total Project Budget</b> | <b>\$ 299,070</b>                     |

Please consult HUD's website for CoC programs for a description of the rules governing these program funds, how funds can be used, and the matching funds requirements for supportive services.

<https://www.hudexchange.info/programs/coc/>. Additional information on Rapid Rehousing Programs:

<https://www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf>

[www.naeh.org](http://www.naeh.org)

### **Deadlines**

- Deadline for submitting proposal to UNITY: Monday, August 8, 2016 at 6:59 p.m.
- UNITY informs applicants whether they were selected: Friday, August 12, 2016
- Selected agencies submit any additional information needed by UNITY for HUD application: Friday, August 26, 2016.
- Project Start: September 15, 2016
- Contract Period: August 1, 2016 - July 31, 2017

### **PROPOSAL FORMAT**

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

- 1) Title of Project: RFP 16-4 Rapid Rehousing Project**, 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) Interest and Organizational Experience** - Describe the applicant organization's relevant experience in providing housing and supportive services for homeless families. Describe your organizations past relevant experiences with Rapid Rehousing Programs. State your organization's mission and explain how this project relates to the mission of your organization. Describe your agency's experience and past performance in providing housing placement, employment search, planning for financial self-sufficiency, direct financial assistance and supportive stabilization services; especially experience providing housing and services to homeless family. Include past performance on other HUD-funded projects or similar projects, if applicable.
- 3) Housing First/Low-Barriers Approach** - 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. Describe your agency's plans to acquire further training and expertise in providing rapid rehousing services to families.
- 4) Plan for Effective Case Management and Supportive Services**- Describe your plan for providing effective case management and supportive services to assist participants to retain housing, become financially self-sufficient, and access mainstream resources while enrolled in this program. Describe what your agency will do to assist literal homeless families obtain self-sufficiency as quickly as possible to allow program participants to receive 3 months of assistance only. Give an example of how you would address a participant with challenging behaviors to help retain housing stability. Describe what your reassessment and recertification process for clients that remain in your program.
- 5) 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. Attach job description(s) of project staff and a resume of the person who will provide supervision.

- 6) **Timeline:** Describe your timeline for reaching full program capacity in housing approximately 15 participants within 3 months after the start date of your grant agreement. Include a timeline to staff the project.
- 7) **Financial Capacity** - Submit the most recent independent audit (and A-133 audit if applicable). Provide a detailed budget for the supportive services dollars allocated for the program, areas may include: Case Management Salary and Fringe, Travel Expenses (mileage, bus tokens), Child Care Costs, Utility Deposits for Clients, Housing Counselor, and Office Supplies. Budgets of selected applicants may be revised in consultation with UNITY upon notification of selection. Describe your agency's capacity and ability to front direct assistance payments to landlords (reimbursement from UNITY will not occur most likely until 6 weeks after your payments).
- 9) **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; 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.
- 10) **Program Enhancement** - Describe how your agency will provide additional resources (matching funds) to assist program participants in maintain housing stability during and at program exit. Describe any other resources your agency will be able to provide to assist program participants.

**Attachments:** (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.
- \* Resume of supervisor
- \* Job Description(s) of project staff
- \* Match Commitment letter (25% of Total Sub-Recipient Budget)

**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 10 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.
- Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program

*Please limit your proposal to no more than 6 pages (not including attachments).*

**Proposals must be addressed to Martha Kegel, Executive Director of UNITY, and submitted to [proposals@unitygno.org](mailto:proposals@unitygno.org) no later than 6:59 p.m. on Monday, August 8, 2016.** 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.