

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS
16-5 Rapid Rehousing for Youth Project
July 22, 2016

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 10 to homeless youth (age 18-24) or households headed by homeless youth (age 18-24) through the provision of up to two years of rental assistance and supportive services. A total of approximately \$118,267 is available for the project sponsor. The new project is expected to begin in the summer or fall of 2017 pending HUD approval. This project is eligible for annual renewal through the CoC funding competition based on project performance including program and fiscal compliance.

The target population for this project is homeless youth 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 1-2 years of assistance. In some cases, the program will be used as a bridge to permanent supportive housing for clients with serious disabling conditions who need longer supportive services and rental assistance in order to remain in housing.

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 August 8, 2016 by 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 two years, to homeless youth (age 18-24) or households headed by homeless youth (age 18-24).
- Accept only homeless youth 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.
- Utilize any grant savings by serving a greater number of participants.
- Be willing to find and inspect housing for participants.
- Clients should be rapidly housed in less than 30 days from acceptance into the program.
- Be willing to “front rents” for a period not expected to exceed 6 weeks until reimbursement is received from UNITY. This amount may average \$7,000/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.

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

Supportive Services:	\$ 32,640 for case management and supportive services
Rental Assistance:	\$ 81,620 for rental assistance for 15 participants
Administrative:	\$ 3,999 for administrative project delivery costs
CoC Funding TOTAL	\$ 118,267
Match (25%)	\$ 29,567
Total Project Budget	\$147,834

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 about rapid rehousing programs for youth can be found at:

[www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/rrh-models-for-homeless-youth/
www.naeh.org](http://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/rrh-models-for-homeless-youth/www.naeh.org).

[www.endhomelessness.org/blog/entry/can-you-use-rapid-re-housing-to-serve-homeless-youth-some-providers-
already#.VhbKmm6Vm-M](http://www.endhomelessness.org/blog/entry/can-you-use-rapid-re-housing-to-serve-homeless-youth-some-providers-already#.VhbKmm6Vm-M)

Deadlines

- Deadline for submitting proposal to UNITY: August 8, 2016 by 6:59 p.m.
- UNITY informs applicants whether they were selected: August 12, 2016
- Selected agencies submit any additional information needed by UNITY for HUD application: by August 26, 2016
- HUD notification of funding: Spring 2017
- Project Start: Summer or Fall 2017

PROPOSAL FORMAT

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

- 1) Title of Project: RFP 16-5 Rapid Rehousing for Youth 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 youth and young families. 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 youth. Include past performance on other HUD-funded projects or similar projects, if applicable.
- 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. Describe your agency's plans to acquire further training and expertise in providing Rapid Rehousing for youth.
- 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 and financial self-sufficiency in this program. Give an example of how you would address a participant with challenging behaviors to help retain housing stability.
- 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 10 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). 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).
- 8) **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.
- 9) **Program Enhancement** - Describe what your agency will "bring to the table" in enhancing the performance of this program including innovations to help determine which strategies work best to end youth homelessness. Describe what matching funds will be used for your supportive services activities. (Match may include in-kind sources for case management activities such as a social work intern.)

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 and Leverage Commitment letter

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 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. 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.