

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS #16-6
Rapid Rehousing Project
July 25, 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 provide rapidly re-housing to approximately 25 homeless individuals or families over the project year. A total of approximately \$200,000 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. Applicants will also be considered for funding from Jefferson Parish Community Development for ESG funded Rapid Rehousing.

The target population for this project is homeless individuals and families who are living in emergency shelters, on the street or in abandoned buildings. In most 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. In other cases, clients are expected to be able to “transition in place” and sustain rents on their own after temporary assistance of 3-6 months.

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:

- Accept clients from the coordinated entry system which prioritizes clients based on the VI-SPDAT.
- Provide rental assistance and case management services, including assisting clients in obtaining income and mainstream benefits (SSI, Medicaid, and assessment for Medicaid funded services) in order to transition clients to PSH programs.
- 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. 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.

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

Supportive Services:	\$ 55,000 for case management and supportive services
Rental Assistance:	\$138,000 for rental assistance
Admin	\$ 6,755
TOTAL CoC Funds:	\$199,755
Required Match:	\$ 49,939

For further information about rapid rehousing or housing first programs, see www.naeh.org. Please consult HUD's Supportive Housing Program Desk Manual for a description of the rules governing these program funds, how funds can be used, and the matching funds requirements for supportive services. The desk manual is available at www.onecpd.org.

Meetings and Deadlines

- Deadline for submitting proposal to UNITY: 6:59 p.m. Monday, August 8, 2016
- UNITY informs applicants whether they were selected: Friday, August 12, 2016
- Project begins operation: Summer or Fall 2017

PROPOSAL FORMAT

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

- 1) **Title of Project: RFP 16-6 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 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 individuals and families. Include past performance on other HUD-funded projects or similar projects, if applicable. Include past experience with Rapid Rehousing as well as experience working the clients with disabling conditions in need of permanent supportive housing.
- 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.
- 4) **Plan for Effective Case Management** - Describe how you have provided effective case management to homeless, disabled or other special needs populations in the past. Describe your plan for providing effective case management to assist participants to obtain and retain housing and secure SSI/Medicaid. 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.
- 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 20 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. 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.

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

- 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 20 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 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.