

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS #16-7
Permanent Supportive Housing for the Chronically Homeless Bonus Project
July 22, 2016

UNITY of Greater New Orleans, the lead agency managing the homeless Continuum of Care for New Orleans and Jefferson Parish, is seeking proposals for two nonprofit organizations to provide case management services and tenant-based rental assistance to formerly chronically homeless and vulnerable homeless persons residing in Orleans or Jefferson Parish.

It is anticipated that a total of \$859,000 will be available for this project, if funding is provided by HUD in the upcoming national CoC competition. If awarded by HUD through the competition, this Permanent Supportive Housing (PSH) Project would fund up one or two agencies to serve as project sponsors with a grant of approximately \$429,000-\$859,000 each for a one-year period expected to begin in the Summer or Fall of 2016. A total of 80 clients are expected to be served by this project.

This grant will be eligible for annual renewal through the CoC funding competition based on project performance as well as program and fiscal compliance. The persons eligible to be served in this PSH project are chronically homeless individuals/families with the longest histories of homelessness who are in need of ongoing supportive services in order to become and remain stably housed. Clients will be referred to the program through the coordinated assessment system which prioritizes clients for placement into the program.

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 CoC are equally encouraged to apply.

Threshold criteria:

- Non-profit 501(c)3 Organization or Government Agency
- No audit findings in most recent two years.
- Applicant must provide 25% match for services, administrative costs and rental assistance.

-----**PROPOSALS ARE DUE BY 6:59 P.M. MONDAY, AUGUST 8, 2016**-----

Applications must be emailed by to proposals@unitygno.org. Agencies will be notified no later than August 12, 2016 whether they were selected as a project sponsor for the HUD application. Notification of funding by HUD is expected in the Spring of 2017. Anticipated project start date is Summer or Fall 2017.

-----**BACKGROUND**-----

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 demonstrate their ability to quickly obtain full Medicaid and SSI for clients, demonstrate the ability to rapidly house clients who are chronically homeless and living on the street or in a shelter.

The agency selected as project sponsor must:

- Provide ongoing rental assistance and case management services to approximately 40 or 80 chronically homeless individuals or families in apartments found in the private rental market.
- Accept 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.
- Clients should be rapidly housed in less than 30 days from acceptance into the program.
- 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 \$25,000-\$55,000 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.

Funding amount:

	Rental Assistance		Leasing	
	40 clients	80 clients	40 clients	80 clients
Supportive Services	\$83,049	\$166,098	\$83,049	\$166,098
Rental Assistance	\$332,196		\$332,196	
Leasing		\$664,392		\$664,392
Admin	\$14,534	\$29,067	\$14,534	\$29,067
Total CoC Funding	\$429,779	\$859,557	\$429,779	\$859,557
Match	\$107,445	\$214,889	\$24,396	\$48,791

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 totaling at least 12 total months homeless. 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.*

-----PROPOSAL FORMAT-----

All proposals must address the following:

- 1) **Title of Project:** *RFP 16-7 PSH for the Chronically Homeless Bonus 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). Indicate whether you propose to serve 40 clients or 80 clients.
- 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. Describe ability to blend Medicaid funding with CoC funding, if applicable.
- 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. Attach job description(s) of project staff and a resume of the person who will provide supervision.
- 5) **Implementation Timeline** – Describe the plan for rapid implementation, specifically how the project will house the first program participant within 1 month of the award and have full enrollment within 5 months. Include a timeline for hiring and training staff.
- 6) **Financial:** Utilize the budget template to submit a budget. Supportive Services are limited to no more than 25% of the rental assistance budget. Administrative costs are limited to no more than 3.5% of the supportive and rental assistance costs. Budgets of selected applicants may be revised in consultation with UNITY upon notification of selection. Budget should describe whether the project sponsor intends to provide leasing assistance or rental assistance. According to HUD regulations, leasing is provided when the lease is between the agency and the landlord. Rental assistance is provided when the lease is between the client and the landlord. Rental assistance funds require 25% match funds whereas leasing funds do not require match.

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).

Submit the most recent independent audit (and A-133 audit if applicable).

Attach documentation of match and leveraging which includes the following information for each funding source:

- Match or Leverage
- Type of Source: government or private
- Method: Cash or In-kind
- Date of Commitment
- Source of Match/Leverage
- Use for Match/Leverage

7) **Program Enhancement:** Describe what your agency will “bring to the table” to add value to this program through the provision of other resources, programs, or volunteers. This section can include a description of specific activities which are in place to identify and enroll Medicaid-eligible participants into Medicaid and information about past experience enrolling clients in Medicaid including specific outcome information.

8) **Attachments** (not counted towards page limit)

- Nonprofit documentation
- Copies of two most recent financial audits (including A-133 audit if applicable)
- Resume of supervisor
- Job Description(s) of project staff
- Match and Leverage Commitment letter

9) **Other Considerations in the Scoring 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, findings and concerns, 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).

Submission should include:

- 1) Narrative – no more than 6 pages
- 2) Budget
- 3) Documentation of Non-Profit Status (501(c) 3 IRS letter)
- 4) Two most recent financial audits
- 5) Documentation of match and leverage
- 6) Job Description(s)
- 7) Resume of supervisor

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.

RFP 16-7 PSH Bonus Project

Budget Template

Agency Name:

Number of clients to be served:

		CoC Funding	Cash Match*	In-Kind Match	Total Budget
Supportive Services	Description of Cost				
	Case Management Staff				
	Case Management Fringe				
	Case Management Transportation				
	Case Management Supplies				
	Food				
	Life Skills				
	Mental Health Services				
	Outpatient Health Services				
	Substance Abuse Treatment Services				
	Client Transportation				
	TOTAL SUPPORTIVE				
	Administrative Costs				
	Rental Assistance				
	Total Project Budget				

*Medicaid services provided by the project sponsor is considered cash match.
 Total required match is 25% of CoC funds and can include cash and in-kind match.