
UNITY of Greater New Orleans
REQUEST FOR PROPOSALS #19-4
Coordinated Entry for Survivors Expansion Project
July 30, 2019

Purpose of RFP

UNITY of Greater New Orleans, the lead agency for the homeless Continuum of Care (CoC) for New Orleans, Jefferson Parish and Kenner, is seeking proposals from nonprofit and governmental agencies to select one or more project sponsors to assist in ending homelessness for survivors of domestic violence, dating violence, sexual assault, and stalking through the *Coordinated Entry for Survivors Expansion Project*. Eligible clients include those meeting the definition of homelessness under the CoC Interim Rule at 24 CFR § 578.3(4).¹

It is anticipated that up to \$1,112,530 may be available for new Domestic Violence (DV) bonus projects providing coordinated entry and/or a joint component project providing transitional housing and rapid rehousing, should such funding be awarded by HUD in the upcoming 2019 CoC Program national competition.²

Supportive Services Only-Coordinated Entry (SSO-CE) services will implement policies, procedures, and practices that better equip the CoC's Coordinated Entry System to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. It is expected that one project sponsor would be selected for this component. The *Coordinated Entry for Survivors Expansion Project* may fund SSO-CE activities that ensure the homeless coordinated entry is accessible to survivors, provide assessment of housing and service needs, navigate survivors to housing, coordination of client services, and/or the costs to obtain or operate an HMIS comparable database.

The target population for these projects are survivors of domestic violence, dating violence, sexual assault, and stalking who are homeless, living in emergency shelters, on the street or in abandoned buildings, and/or who are fleeing or attempting to flee such violence, assault, stalking, or other dangerous or life-threatening conditions. For this population, the CoC Interim Rule at 24 CFR § 578.3(4) defines as "homeless":

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

¹ https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

² <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

Within this target population, applicants may choose to provide additional focus on specific sub-populations (i.e. youth, families with children, etc.) who may be survivors of domestic violence, dating violence, sexual assault, and/or stalking.

The project sponsor(s) for RFP #19-5 should be expected to begin providing services under this project by the Summer or Fall of 2020 if awarded through the HUD CoC Program competition. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance including program and fiscal compliance.

Nonprofit or governmental agencies are eligible to apply; agencies that are currently members of the UNITY Service Providers and Professionals Association (SPPA) as well as those agencies not currently receiving funds through the Continuum of Care are equally encouraged to apply. For more information, please see the UNITY of Greater New Orleans website at: www.unitygno.org.

-----PROPOSALS ARE DUE BY 12:00 NOON ON WEDNESDAY, AUGUST 28, 2019-----

Meetings and Deadlines

- Deadline for submitting proposal to UNITY: Wednesday, August 28, 2019 at 12:00 Noon.
- CoC Evaluation and Project Selection Committee reviews and scores proposals: Thursday, August 29, 2019.
- UNITY informs applicants whether they were selected by the CoC Evaluation and Project Selection Committee: Friday, August 30, 2019.
- Selected agencies submit any additional information needed by UNITY for HUD application: Monday, September 9, 2019
- Anticipated Notification of Project Funding from HUD: January 2020
- Anticipated Project Start: Summer or Fall 2020

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

The *Coordinated Entry for Survivors Expansion Project* will provide Supportive Services Only-Coordinated Entry (SSO-CE) services to implement policies, procedures, and practices that better equip the CoC's Coordinated Entry System to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. The selected project sponsor(s) for SSO-CE Services must be willing to:

- Work with UNITY to develop and implement policies, procedures, and practices that better equip the CoC's Coordinated Entry System (CES) and CoC providers to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.
- Utilize trauma-informed, victim-centered approaches to best meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.
- Work with UNITY to provide appropriate training to Coordinated Entry and CoC providers to ensure all CoC projects are equipped to serve survivors with cultural competence, sensitivity, and in a manner that will increase the clients' safety.
- Act as a Coordinated Entry System (CES) point of entry for clients identifying themselves as survivors of domestic violence, dating violence, sexual assault, and stalking who are in need of emergency shelter, crisis services, and/or permanent housing services. Be willing to provide access to the DV Coordinated Entry System for 230 households and conduct assessments and refer to housing of at least 100 households during the program year.
- Input data into an HMIS-comparable system within 24-hours of referral and continually update data.

Budget Details

Anticipated Coordinated Entry Budget	Budget Amount
Supportive Services (SSO-CE)	\$110,200
HMIS Comparable Database	\$5,000
Project Sponsor Administrative	\$4,032
Total CoC Request	\$119,232
Match (25%)	\$29,808

Additional Information

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

www.hudexchange.info/programs/coc/. Additional information on Coordinated Entry Programs: <https://files.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf> or www.naeh.org.

Information on this year's CoC DV Bonus funding can be found here:
<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

For a definition of the eligible target population, please see the CoC Interim Rule at 24 CFR § 578.3(4):
http://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf.

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Proposals must be addressed to Martha Kegel, Executive Director of UNITY, and submitted to proposals@unitygno.org no later than 12:00 pm noon on Wednesday, August 28, 2019.

Do not submit proposals by any other method. If you have questions about the RFP, please contact Allison Ulrich, Consultant, at aulrichconsulting@gmail.com. Please visit the [2019 CoC Funding Competition](#) page on UNITY's website at www.unitygno.org periodically to see if answers to any questions submitted by you or others regarding the RFP have been posted.

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

Your proposal must be no more than 8 pages in length and must address the following:

#	Question	Points SSO-CE
1	Title of Project: <i>RFP #19-4 Coordinated Entry for Survivors Expansion Project</i> , Name of Organization, Tax ID #, DUNS #, and contact information for the applicant organization. Please attach evidence of non-profit tax-exempt status.	N/A
2	Organizational Experience: Describe the applicant organization's relevant experience: a) Providing services to survivors of Domestic Violence, Dating Violence, Sexual Assault, and/or Stalking; b) Utilizing trauma-informed, victim-centered approaches; c) Experience coordinating client care among domestic violence providers, homeless service providers, and advocacy organizations; and d) Please state your organization's mission and explain how this project relates to the mission of your organization.	25 Points
3	Need for Housing and Services: Thoroughly describe and quantify the unmet need for housing and services for survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking within the CoC's geographical area. Please cite your source(s) for such data/need.	15 Points
4	Meeting Unmet Need: Describe how your proposed project will address the unmet, unique housing and services needs of survivors of domestic violence, dating violence, sexual assault, and stalking. Please be specific regarding your proposal to provide SSO-CE services.	10 Points
5	Plan for Effective Supportive Services Only-Coordinated Entry Services: (a) Please describe your project plan for providing effective standardized client assessment, referral, and housing navigation services to eligible clients to assist them in securing safe and appropriate housing and to remain permanently housed. (b) Describe how your project will utilize trauma-informed, victim-centered approaches to care to ensure both the housing, resource, and safety needs of clients are met. (c) Describe your plan to coordinate and integrate with other mainstream resources. (d) Describe how the project will be available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance and how the project will be accessible for persons with disabilities. Please include information on your strategy for advertising that is designed specifically to reach homeless persons with the highest barriers.	10 Points
6	Addressing Safety Needs: (a) Please describe your organization's proposed or existing protocols, including emergency transfer and safety plans, that prioritize client safety and incorporate services that are trauma-informed and victim-centered in nature; and (b) How your project will maximize client choice for housing and services while ensuring client safety and confidentiality.	5 Points
7	Housing First/Low Barrier Approach: Please describe how you will utilize a "Housing First," low-barrier approach in which assistance is offered without requiring compliance with treatment, medication, lack of	2 Points

	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. Please detail how your project will enhance the safety of program participants within the “Housing First” context.	
8	<p>Staff Experience and Training: 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. Please describe the type(s) and frequency of trainings your staff receive on best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence. Attach job description(s) of project staff and a resume of the person who will provide supervision.</p>	10 Points
9	<p>Implementation Timeline: Describe your plan for rapid project implementation, specifically how the project will expand CES entry point services and providing training to CoC providers within 60 days of the project start date. Please include a timeline for hiring and training staff.</p>	2 Points
10	<p>Financial Capacity: Indicate your proposed budget for each component being requested, including the budget request for supportive services and for rental assistance. Administrative costs may be no more than 3.5% of the subtotal of supportive service funding requested. Budgets of selected applicants may be revised in consultation with UNITY upon notification of proposal selection. Submit the organization’s two most recent independent audits (and A-133 audit if applicable); if no audit exists, please attach your organization’s financial statements for the past two years. Attach documentation of matching funds (25% of requested amount), which includes the following information for each funding source:</p> <ul style="list-style-type: none"> ▪ Source: Government or Private ▪ Method: Cash or In-kind ▪ Date of Commitment ▪ Specific Source of Match 	5 Points
11	<p>Cultural Competence: Please describe your agency’s cultural competence in serving survivors of domestic violence, dating violence, sexual assault, and stalking. Please also describe your agency’s cultural competence including experience with cultural sensitivity to 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 Transgender; 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.</p>	8 Points
12	<p>Program Enhancement: Describe how this project will utilize other resources, programs, partnerships, and/or benefits to increase participant safety and housing stability, and/or improve the CES for DV survivors.</p>	3 Points
13	Other Considerations – Outcome Performance, Contract Compliance:	5 Points

	<p>Each proposal is eligible for an additional 5 points to be determined by the Project Evaluation and Selection Committee which will consider additional factors in deciding which proposers would make a good project sponsor. These include:</p> <ul style="list-style-type: none"> ▪ Contract compliance with previous CoC and ESG funded projects regarding spending, timely billing, data quality, submission of required reports, findings and concerns, etc. ▪ Performance results from CoC and ESG Annual Progress Reports and monitoring reports. ▪ Consumer Feedback and Collaboration with UNITY Welcome Home Outreach Program. <p><i>*For project sponsors without a history with UNITY and/or the CoC, please provide two letters of reference from organizations, officials, or others who are familiar with your organizational performance.</i></p>	
	TOTAL:	100
15	<p>(BONUS) Building Community Capacity: In order to build community capacity, 5 bonus points will be awarded to applicants that are not currently receiving CoC funds.</p>	5 Points

Mandatory Attachments:

- 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 Project Supervisor or Director
- Job Description(s) of Project Staff
- Match Commitment Letter indicating source of matching funds and uses of those funds on project activities. Match of 25% of total sub-recipient budget is required.

**Please note: Mandatory Attachments will not be considered in the proposal page limit.*

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