

UNITY of Greater New Orleans
REQUEST FOR PROPOSALS #21-1
 Youth Outreach & Coordinated Entry
 April 21, 2021

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 project sponsor to provide Youth Outreach & Coordinated Entry services to homeless young adults age 18-24 through the operation of a Drop-In Center for youth. The project is funded through HUD's Continuum of Care program as a Supportive Services Only – Coordinated Entry (SSO-CE) project. The project sponsor will be awarded \$100,156 for a one-year period beginning July 1, 2021. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance including program and fiscal compliance. Once receiving funds from the Continuum of Care, project sponsors must maintain dues-paying membership in the UNITY Service Providers and Professionals Association.

The Drop-In Center is expected to serve as an access point for youth who are in a housing crisis including those currently in unsafe or unstable housing situations. The chosen project sponsor(s) will provide assistance to assess and navigate homeless young adults aged 18-24 to safe and stable housing. On-site services that are designed to provide a welcoming place for homeless youth, assist youth to make meaningful connections, and help young adults connect to safe and stable housing.

The project will also provide street outreach to ensure the project is reaching the most vulnerable, including youth being victimized. Street outreach to identify unsheltered youth will be conducted evenings in coordination with UNITY Welcome Home Outreach team and meet the CoC standards of care for street outreach programs.

The project sponsor is expected to work with the UNITY Youth Action Board (YAB) by operating a program that meets the needs identified by the YAB: a program that is non-judgmental, flexible, and demonstrates an understanding of trauma informed care and de-escalation techniques. Project staff are expected to demonstrate true caring and empathy, listening skills, and cultural humility.

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. Joint proposals between two or more agencies will be accepted. This RFP will have a preference for organizations that are not currently providers with the Continuum of Care either as the primary applicant or as a partner on the project. For more information, please see the UNITY of Greater New Orleans website at: www.unitygno.org.

-----PROPOSALS ARE DUE BY 12:00 NOON ON THURSDAY, MAY 27, 2021-----

- Deadline for submitting proposal to UNITY: Thursday, May 27, 2021 12:00 Noon.
- Information session with UNITY and Youth Action Board: Friday, April 30 at 1 p.m. <https://www.gotomeet.me/VCoffin/rfp-informational-meeting>
- CoC Evaluation and Project Selection Committee reviews and scores proposals: Tuesday, June 1, 2021.
- UNITY informs applicants of selections: Wednesday, June 2, 2021.
- Project Start: July 1, 2021.

Sample Budget:

Budget Category	Items	Amount
Supportive Services	Outreach Specialist (1 FTE) Housing Navigator (1 FTE) Client supplies Operating Costs of center (leasing, utilities, phones)	\$96,760
Project Sponsor Administrative Costs		\$3,396
CoC Funding Amount		\$100,156
Match Requirement (25%)		\$25,039

Expected Outcomes

The project will serve as a key access point for young adults who are in a housing crisis. The project is expected to meet the CoC standards of care for coordinated entry and street outreach projects.

Yearly Outcomes	# households
Young adults who access services at the Drop-In Center	240
Young adults engaged through Street Outreach	60
Young adults assisted with “Problem Solving” to connect with safe and stable housing	120
Young adults who are assisted with “aftercare” services through follow-up case management provided for 90 days after housing placement.	90
Young adults who are provided housing navigation and case management services	90
Young adults who obtain Medicaid or other insurance	150
Young adults who obtain mainstream benefits	150

Additional Information

For more information, please attend an RFP Information Session with UNITY and the UNITY Youth Action Board: Friday, April 30 at 1 p.m. <https://www.gotomeet.me/VCoffin/rfp-informational-meeting>
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/.

-----**PROPOSAL FORMAT**-----

Your proposal should be no more than 6 pages in length and must address the following:

	Question	Points
1	Title of Project: <i>RFP #21-1 Youth Outreach & Coordinated Entry</i> Name of Organization, Tax ID #, DUNS #, and contact information for the applicant organization. Attach evidence of non-profit tax-exempt status.	N/A
2	What Your Organization Will Bring to This Project: (a) State your organization’s mission and explain how this project relates to that mission. (b) State why your organization is best suited to assist homeless young adults. (c) Explain what additional resources, programs, and partnerships your organization will bring to maximize the effectiveness of this project in reducing homelessness. Please attach a letter from project partners that describe their planned activities in the project.	15
3	Organizational Experience: (a) Describe your organization’s experience providing services for young adults. (b) Describe your organization’s experience providing housing and/or supportive services to those experiencing homelessness or at-risk of becoming homeless.	15

	<p>(c) Describe your organization’s experience using evidence based practices to support young adults including positive youth development, harm reduction, de-escalation and trauma informed care.</p> <p>(d) Describe how your organization integrates authentic youth voice into program development and evaluation.</p>	
4	<p>Plan for Effective Services:</p> <p>(a) Describe street outreach strategies and plan to reach unsheltered youth who may be least likely to seek services.</p> <p>(b) Describe your project plan for providing effective services to young adults to help them obtain safe and stable housing. Services may include: problem-solving conversations, mediation services with family members and landlords, counseling, budgeting assistance, employment and/or training opportunities, and connections to mainstream resources. Address your plan to coordinate with other youth programs and resources.</p> <p>(c) Describe job duties and qualifications of employee(s) you will hire to provide these services. (You may refer to attached job descriptions.) Describe how your staff will acquire and maintain the needed skills and knowledge for this project through training and supervision. Provide data about how your staff represents the people served by your organization in terms of race, age, LGBTQ identity.</p> <p>(d) Describe your outcome measures and how they relate to providing safe and stable housing for homeless youth and young adults.</p>	20
5	<p>Housing First/Low Barrier Approach:</p> <p>(a) Describe how your program will utilize a “Housing First,” low-barrier approach in which assistance is offered without requiring compliance with treatment or medication or by requiring income.</p> <p>(b) Describe how you would approach a situation in which a young adult walks into the Drop-In Center and requests assistance with a sore on their neck that came from needle use. The young adult states that they do not want to see a medical provider because they don’t want to be pushed into substance use treatment. Describe how do you approach assisting this young adult.</p> <p>(c) A young adult with a history of mental illness falls asleep while in the Drop In center. When awoken by a staff member, the youth roughly grabs the staff member who insists the young adult should be dismissed from the premises for threatening physical behavior. How do you handle the situation?</p>	30
6	<p>Cultural Competence:</p> <p>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 Transgender; who are Young Adults; 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. Describe your organization’s process which evaluates the accessibility, delivery and outcome of services to ensure there are no disparities by client race or LGBTQ identity.</p>	10
7	<p>Implementation Timeline:</p> <p>Describe your plan for rapid project implementation, specifically how the project will begin providing Youth Outreach & Coordinated Entry services to clients no later than July 1, 2021. Please include a timeline for hiring and training staff.</p>	5
8	<p>Financial Capacity:</p> <p>Describe your proposed budget for each component being requested, including the budget request for supportive services. Budgets of selected applicants may be revised in</p>	5

	<p>consultation with UNITY upon notification of proposal selection. Submit the organization's most recent independent audit (and A-133 audit if applicable); if no audit exists, please attach your organization's financial statements for the past two years. Attach commitment of matching funds (25% of requested amount), which includes the following information for each funding source:</p> <ul style="list-style-type: none"> ▪ Source Type: Government or Private ▪ Specific Source of Match ▪ Method: Cash or In-kind ▪ Date of Commitment 	
9	<p>Other Considerations – Outcome Performance, Contract Compliance: Each proposal is eligible for an additional 10 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. ▪ Consumer feedback and collaboration with UNITY Welcome Home Outreach and Coordinated Entry. ▪ Consumer feedback from the UNITY Youth Action Board. <p><i>*Applicants 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>	10
TOTAL:		110

Mandatory Attachments:

- Attach a copy of your most recent annual Independent Financial Audit.
- Attach proof of nonprofit tax-exempt status, if your agency is a non-profit organization.
- 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.
- Letters of commitment from project partners included in your proposal.
- ***Applicants 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.***

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

-----PROPOSALS ARE DUE BY 12:00 NOON ON THURSDAY, MAY 27, 2021-----

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 Thursday, May 27, 2021.

Do not submit proposals by any other method.

If you have questions about the RFP, please contact Valerie Coffin, Director of CoC Programs at vcoffin@unitygno.org.