



## **Northlake Homeless Coalition FY2017 Permanent Supportive Housing (PSH) Request for Proposals (RFP):**

### **Option 1: Permanent Supportive Housing (PSH) for Chronically Homeless Individuals and Families**

The Northlake Homeless Coalition invites all eligible organizations (501c3 nonprofit organizations and government entities) to submit a project application for a new Permanent Supportive Housing project that will serve chronically homeless individuals and families in one or more parishes in the Florida Parishes Region (Livingston, St. Helena, St. Tammany, Tangipahoa and Washington Parishes) and adhere to the Housing First program model. Eligible organizations consist of 501c3 nonprofit organizations and local and state units of government.

A total of \$129,949 is being made available for this project, with up to \$11,813 available in administrative funds and the remainder to be spent in rental assistance, leasing, operations and supportive services budget categories. (Note: If the project utilizes a rental assistance line item, leasing and operations line items are not allowable). If awarded by HUD, this project would fund one project sponsor to serve 9-12 households annually with rental assistance and supportive services. The new sponsor should be expected to begin summer or fall 2018 if awarded through the HUD competition. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance, including program and fiscal compliance.

***Application Deadline: All applications must be submitted to the Northlake Homeless Coalition by 4 pm on Monday, August 28, 2017.***

#### **I. Funding Requirements**

Any organization submitting an application for this funding must agree to the following:

- Adherence to the regulations set forth in the Interim Program Rule (24 CFR Part 578).
- Participation in the Coordinated Access and Assessment System (CAAS), including an MOU agreement outlining the responsibilities of the Continuum of Care and the CoC-funded agencies. Accept clients from the CAAS system, which prioritizes clients based on the VI-SPDAT assessment tool and length of time homeless.
- Current good standing as an NHC member agency or willingness to become an NHC Member Agency and adhere to the NHC Partnership Agreement, which outlines the roles of the CoC and the funded agency, including the annual agency fee currently set at a rate equal to 2.1% of the total CoC funding awarded to the agency.
- Agreement to serve homeless individuals and families utilizing a low barrier entry Housing First Program model.
- Match Funding (cash or in-kind) for the project in accordance with the Interim Program Rule.
- Provide supportive services to 7-10 households along with ongoing rental assistance for apartments found in the private market.
- Participate in twice monthly navigation meetings to facilitate transition of clients into the program.
- Clients should be rapidly housed in less than 30 days from referral into the program.

- Provide rental assistance and case management services, including assisting clients in obtaining income and mainstream benefits (employment, SSI, Medicaid, and assessment for Medicaid funded services) so that clients can sustain housing on their own or access PSH.
- Be willing to find and inspect housing for participants depending on the client’s preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable.

Adherence with the Housing First Program Model is defined as the following:

1. Clients will not be screened out based on the following:

- Having no or too little income
- Active or history of substance abuse
- Having a criminal record, with the exceptions for state-mandated restrictions
- History of domestic violence (e.g. lack of a protective order, period of separation from an abuser or law enforcement involvement)

2. Clients will not be terminated from the program based on the following:

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement

**II. Budget**

The Northlake Homeless Coalition will assist the selected project sponsor in developing a more detailed budget, if necessary. The annual budget includes funding in the following line items:

<b>Budget</b>	
Supportive Services	19,690
Rental Assistance (or Leasing/Operations)	98,446
Admin	11,813
<b>Total CoC Funding</b>	<b>129,949</b>
Match	32,488

For further information about rapid rehousing or housing first programs, see [www.naeh.org](http://www.naeh.org).

**III. Meetings and Deadlines**

- RFP Information Web Conference: Wednesday, August 16, 10:00 am
- Deadline for submitting proposal to NHC: Monday, August 28, 2017 at 4pm

- Community Evaluation Process for New Projects: Wednesday, September 6, 2017, 10 am – 1 pm, location to be determined
- NHC informs applicants whether they were selected: Thursday, September 7, 2017.
- Selected agency must work with NHC to complete e-SNAPS application no later than: Thursday, September 21, 2017.
- Anticipated Notification of Project Funding from HUD: January 2018
- Anticipated Project Start: Summer or Fall 2018

#### **IV. Proposal Format**

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

1) Title of Project: RFP 17-1 Permanent Supportive Housing Project, name of organization, Tax ID #, DUNS # and contact information of the applicant organization. Attach evidence of nonprofit tax-exempt status (i.e. IRS 501(c)3 letter).

2) Interest and Organizational Experience (10 points) - 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 or substance use disorders. 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) Housing First/Low-Barriers Approach (20 points)- Describe how you will utilize a "Housing First approach" in which assistance is offered without requiring compliance with treatment, medication, lack of income or any other area that would interfere with quickly housing a family within 21 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. Describe your agency's plans to acquire further training and expertise in providing rapid rehousing services to families.

4) Plan for Effective Case Management and Supportive Services (20 points) - (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.

5) Staff Experience (10 points) - 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) Implementation Timeline (5 points) - 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.

7) Financial Capacity (15 points) - Submit the most recent independent audit (and A-133 audit if applicable). Describe your agency's capacity and ability to pay direct assistance payments to landlords (HUD CoC grants operate on a reimbursement basis). Optional: Supportive services budget may be submitted as an attachment to demonstrate eligible supportive services that would be provided by CoC funds along with other matching funds to support program participants.

8) Cultural Competence (5 points) - 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 (5 points) - 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 most recent annual Financial Audit.
- 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 Commitment letter (25% of budget) indicating source of matching funds and uses of those funds on project activities.

Before submitting a project application, all applicants should read the following:

- [FY 2017 CoC Program Competition NOFA:](#)
- [Project Application Detailed Instructions and Instructional Guides](#)

For further questions or assistance, please contact Northlake Homeless Coalition Executive Director Amanda Mills at [amills@northlakehomeless.org](mailto:amills@northlakehomeless.org).