



**STATE OF LOUISIANA
DEPARTMENT OF SOCIAL SERVICES**

NOTICE OF FUNDS AVAILABILITY

**AMERICAN RECOVERY AND REINVESTMENT
ACT**

HOMELESS PREVENTION AND

RAPID RE-HOUSING PROGRAM

JULY 16, 2009

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REQUEST FOR PROPOSAL HOMELESSNESS PREVENTION & RAPID REHOUSING

1 GENERAL INFORMATION

1.1 Purpose

This request for proposals (NOFA) is issued by the Department of Social Services (herein referred to as DSS or the state) for the purpose of establishing American Recovery and Reinvestment Act Homelessness Prevention and Rapid Re-Housing programs (HPRP).

Attachment (I) includes the scope of services and the deliverables that the state requires of the selected proposer.

1.2 Background

As a result of the current economic recession, Congress signed into law the American Recovery and Reinvestment Act on February 17, 2009, a nearly \$800 billion stimulus package that provides \$1.5 billion for homeless prevention and re-housing. The U.S. Department of Housing and Urban Development (HUD) was designated by Congress as the administering agency of these prevention funds. The funds will be distributed to local and state government entities using current Emergency Shelter Grants (ESG) funding formula. These prevention funds can be used for homeless prevention and re-housing activities.

The State of Louisiana anticipates it will receive \$13,541,639 in federal funds. State government will contract with units of local government. Local government can administer the program itself or contract with local nonprofits to administer the homeless programs.

Contractors are required to use at least 50% of funds within the first year of the date that funds become available to them, and 100% within two years of the award date.

The state seeks proposals from qualified units of local governments. The target populations are persons facing housing instability and individuals and families who are experiencing homelessness. Homeless prevention funds are not eligible to pay for any mortgage costs, legal or other fees associated with retaining homeowner's housing.

Funds to support the proposed activity are being provided through HUD's HPRP using the current ESG funding formula that requires a 100% dollar match on all funding; however, the HPRP does not require the match funding.

All respondents awarded contracts as a result of this NOFA must fully comply with all applicable federal, state, and local laws, rules, regulations and policies that are applicable to HUD.

1.3 Objectives

DSS's objective through this NOFA is to promote a "housing first" approach to ending homelessness for families within the State of Louisiana. The approach is based on two simple principles:

- 1) The best way to end homelessness is to prevent people from becoming homeless and to help people who become homeless move into permanent housing as quickly as possible, and;
- 2) Provide services to help them stay housed, link them to services and long-term supports, and prevent a recurrence.

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\$13,541,639 is being allocated through this NOFA to units of local governments based on a regional pro-rata share formula based on the formula used to receive Emergency Shelter Grant (ESG) funds. The funding available through this NOFA must be used to address any of the eligible activities described below:

- Financial assistance
- Housing relocation and stabilization services
- Data collection and evaluation

Financial assistance includes the following activities: short term rental assistance, medium term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

Housing relocation and stabilization services include the following activities: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

Data collection and evaluation includes costs associated with operating HUD approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

2 ADMINISTRATIVE INFORMATION

2.1 *Term of Contract*

The period of any contract resulting from this NOFA is tentatively scheduled to begin on August 1, 2009, and to continue through July 31, 2010. The state has the right to extend the contract for up to two additional years upon approval.

2.2 *Program Coordinator*

Requests for copies of the NOFA and written questions shall be directed to the NOFA coordinator listed below.

Winona Connor
ESG Program Coordinator
Department of Social Services
627 North 4th Street
Iberville Building, 8th Floor, Suite 2-200-19
Baton Rouge, LA 70802

This NOFA is available in electronic form at <http://wwwsrch2.doa.la.gov/osp/lapac/vendor/vndpubmain.asp> or at the DSS website at <http://www.dss.state.la.us/departement/dss.html> in either PDF format or in printed form by submitting a written request to the NOFA coordinator.

2.3 *Calendar of Events*

Table 1 Calendar of Events

EVENT	DATE
Announce NOFA on DSS website	7/16/09

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Deadline to receive written inquiries	7/23/09
Deadline to answer written inquiries	7/31/09
Proposal submission deadline	8/14/09 at 4:00 PM
Notice of Intent to Award to be Mailed	8/21/09
Proposed Contract Initiation	9/25/09

NOTE: The State of Louisiana reserves the right to amend and/or change this schedule of NOFA activities, as it deems necessary.

2.4 Proposer Inquiries

The state will consider written proposer inquiries regarding NOFA requirements before the date specified in the calendar of events. The state reserves the right to modify the NOFA should a change be identified that is in the best interest of the state.

To be considered, written inquiries and requests for clarification of the content of this NOFA must be received at the above address by 4:00 p.m. CST on the date specified in the calendar of events. Any and all questions directed to the NOFA coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be posted at <http://wwwsrch2.doa.la.gov/osp/lapac/vendor/vndpubmain.asp>, or at the DSS website at <http://www.dss.state.la.us/departement/dss/html>.

Winona Connor and/or Karen Hebert have the authority to officially respond to proposal's questions on behalf of the state. Any communications from any other individuals are not binding to the state.

2.5 Definitions

Table 2 Definitions

TERM	DEFINITION
Contractor	A proposer who is awarded a contract; a selected proposer
Proposal	A response to an NOFA
Proposer	A local government that submits a proposal in response to this NOFA
Sub-grantees/Project Sponsor	Sub-grantees or project sponsors are nonprofit, 501 (c) organizations that carry out the proposed project activities.
NOFA	A request for proposals
Shall, Must, or Will	Denotes mandatory language; a requirement that must be met without alteration
Should, Can, or May	Denotes desirable, non-mandatory language

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3 PROPOSAL INFORMATION

3.1 *Eligible Proposers and Project Sponsors*

Eligible proposers shall be units of local government

The proposer must be willing to coordinate with various homeless continuum of care organizations, nonprofit service agencies, health care providers, social services providers, faith-based organizations, child welfare organizations and others to develop a single proposal. The selected proposer will be responsible for the overall management of the contract. The contractor shall also be responsible for supervision of project sub-grantees compliance with contract requirements. The proposer may also be a project sponsor.

The proposer will submit a proposal for programs on behalf of sub-grantees, who will actually carry out the proposed program activities. Selected proposers may also carry out their own programs. In these cases, the selected proposer is responsible for both administering and managing the contract (as the contractor) and carrying out the program activities (as the project sponsor).

The selected proposer will be responsible for the overall management and administration of the contract, distributing reimbursement payments to the sub-grantees, overseeing sub-grantees, reporting to DSS, and providing evidence of compliance with HUD HPRP requirements.

Proposals requesting these funds should be developed as part of a comprehensive homeless plan. The plan should be an inclusive process that brings together housing and service providers to provide services through a coordinated system. A community-wide or region-wide process involving nonprofit organizations (including those representing persons with disabilities), government agencies, youth and child welfare agencies, community and faith-based organizations, homeless providers, social service providers, housing providers, and health care organizations with specific experience in serving homeless families and at risk of homelessness families should be included in planning for the funding of the contract.

The proposer should utilize an inclusive process that brings together participants from the local government, nonprofit, and faith-based sectors providing services to reduce homelessness. This NOFA emphasizes DSS's goal to integrate and align these funds with comprehensive coordinated plans, including local continuum of care plans. These plans serve as the vehicle for a community to comprehensively identify each of its needs and to coordinate a plan of action for addressing them.

Eligible Sub-grantees shall be:

Sub-grantees shall be nonprofit 501 (c) organizations that carry out the proposed program activities. The proposer must provide information in the proposal about each project sponsor's mission or purpose, capacity, staffing, experience, and financial position in order to demonstrate the project sponsor's ability to complete the proposed activities. In addition to organizations which typically provide services to homeless households, programs from youth independent living programs are encouraged. Examples of eligible sub-grantees include:

- Homeless continuum of care organizations
- Homeless service providers
- Nonprofit housing providers
- Nonprofit social services providers
- Youth and child welfare organizations

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- Faith-based organizations

The proposal development process should allow program priority decisions to be made by members of the local community. Although DSS will accept a proposal for a program exclusive of participation in any community-wide or region-wide process, programs will receive few, if any, points under the rating factors and are very unlikely to be funded.

Rapid Re-housing for “At Risk” Eligible Youth Sub-grantees shall be either:

- Homeless youth providers, or
- Youth independence programs
- Child welfare organizations

Eligible proposers shall be organizations that provide services to disadvantaged young people with integrated academic, vocational, and social skills training they need to gain independence and get quality, long-term jobs or further their education.

3.2 Proposal Response Location

Proposers who are interested in providing services under this NOFA should submit a proposal containing the information specified in Section 4.0. The fully completed proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the NOFA coordinator designated above by the deadline specified in the calendar of events. Fax or e-mail submissions shall not be acceptable.

It is solely the responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals which for any reason are not so delivered will not be considered for purposes of this NOFA.

3.3 Minimum Qualifications of Proposer

Eligible proposers shall be units of local government.

3.4 Determination of Responsibility

Determination of the proposer’s responsibility relating to this NOFA shall be made according to the standards set forth in LAC 34: 136. The state must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the state to make its determination by presenting acceptable evidence of the above to perform the contracted services.

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3.5 *NOFA Addendum*

The state reserves the right to change the calendar of events or revise any part of the NOFA by issuing an addendum to the NOFA at any time.

3.6 *Waiver of Administrative Informalities*

The state reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.7 *Proposal Rejection/NOFA Cancellation*

Issuance of this NOFA in no way constitutes a commitment by the state to award a contract. The state reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the state's best interest.

3.8 *Withdrawal or Changes to Proposal*

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the NOFA coordinator. A proposer may change a proposal by submitting the changes prior to the deadline for proposal submission and in accordance with the response instructions in Section 4.0.

3.9 *Subcontracting Information*

The state shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the NOFA and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this NOFA shall also be required for each subcontractor.

Prior to award of the contract, the selected proposer shall provide written commitments from all subcontractors to commence work by the proposed contract effective date, to accept all contract provisions, and to adhere to an established system of accounting and financial controls adequate to permit effective administration of the contract.

Unless specifically permitted in the contract with the state, the prime contractor shall not contract with any other party for furnishing any of the work herein contracted without the express prior written approval of the state.

3.10 *Ownership of Proposal*

All materials submitted in response to this request shall become the property of state. Selection or rejection of a proposal does not affect this right.

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3.11 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.12 Cost of Preparing Proposals

The state shall not be liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this NOFA are entirely the responsibility of the proposer and shall not be reimbursed in any manner by the state.

3.13 Errors and Omissions in Proposal

The state shall not be liable for any errors in proposals. The state reserves the right to make corrections or amendments due to errors identified in proposals by state or the proposer. The state, at its option, has the right to request clarification or additional information from the proposers.

3.14 Contract Award and Execution

The state reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received. The state reserves the right to contract for all or a partial list of services offered in the proposal.

The NOFA and proposal of the selected proposer shall become part of any contract initiated by the state.

The selected proposer shall be expected to enter into a contract which is substantially the same as the sample contract included in attachment IV. In no event shall a proposer submit its own standard contract terms and conditions as a response to this NOFA. The proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer.

If the contract negotiation period exceeds 20 days or if the selected proposer fails to sign the final contract within 20 business days of delivery of it, the state may elect to cancel the award and re-program the funding for another area or purpose.

3.15 Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the ethics code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

4 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposals must be received on or before 4 p.m. Central Standard Time on the date specified in the calendar of events. Proposers mailing their proposals should allow sufficient mail delivery time to

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ensure receipt of their proposals by the time specified. The proposal package must be delivered at the proposer's expense to:

Winona Connor
ESG Program Coordinator
Department of Social Services
627 North 4th Street
Iberville Building, 8th Floor, Suite 2-200-19
Baton Rouge, LA 70802

For courier delivery, the street address is the same as above and the telephone number is (225) 342-4583. It is solely the responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals which for any reason are not received timely will not be considered.

4.2 Proposal Format

The state requests that 5 copies of the proposal be submitted to the NOFA coordinator at the address specified. At least one copy of the proposal shall contain original signatures; that copy should be clearly marked or differentiated from the other copies of the proposal.

This copy will be retained for incorporation by reference in any contract resulting from this NOFA.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. For corporations, a certified copy of a board resolution for granting such authority should be submitted.

Proposers should respond to this NOFA with a technical proposal and cost proposal. No pricing information should be included in the technical proposal.

4.3 Cover Letter

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

4.4 Technical and Cost Proposal

Proposer should submit a proposal as specified in attachment II which should include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all areas requested.

4.5 Certification Statement

The proposer must sign and submit the certification statement shown in attachment III.

5 EVALUATION AND SELECTION

5.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine if the proposal is responsive and most advantageous to the state, taking into consideration evaluation factors set forth in the NOFA.

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5.2 *Administrative and Mandatory Screening*

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the NOFA. Proposals found not to be in compliance will be rejected from further consideration.

5.3 *Evaluation and Review*

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

The evaluation team will evaluate and score the proposals using the criteria and scoring specified in the following table:

Table 3 Evaluation Scoring

CRITERIA	MAXIMUM SCORE
1. Approach and Methodology	35
2. Overall Experience and Work Performed Assisting Persons at risk of becoming homeless or who are homeless.	30
3. Staff Qualifications	15
4. Cost Effectiveness	20

5.4 *Award Selection*

The proposals will be reviewed separately for each ESGP region, (see attachment V) which may cover multiple parishes. Multiple contracts can be awarded for projects within a given parish. The final scores from each evaluator for each criterion will be averaged, and then totaled for each proposal. The proposal in each ESGP region with the highest score will be recommended to the secretary of DSS for selection. The highest ranked proposals will be given first consideration for award, and awards will be made until the funds are expended.

5.5 *Announcement of Contractor*

The state will notify the successful proposer(s) and proceed to negotiate terms for final contract(s). Unsuccessful proposers will be notified in writing accordingly.

6 CONTRACTOR REQUIREMENTS

6.1 *Corporation Requirements*

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

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If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

6.2 *Billing and Payment*

Billing and payment terms shall be negotiated with the successful proposer.

6.3 *Confidentiality*

All financial, statistical, personal, technical and other data and information relating to the state's operation which are designated confidential by the state and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the state. The identification of all such confidential data and information as well as the state's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the state in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the state to be adequate for the protection of the state's confidential information, such methods and procedures may be used, with the written consent of the state, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of DSS.

6.4 *Proposers Certification of OMB Circular A-133 Compliance*

By signing and submitting any proposal for \$100,000 or more, the proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.epls.gov>.

ATTACHMENT I: SCOPE OF SERVICES

FUNCTIONAL AND TECHNICAL REQUIREMENTS

1 Overview

The funds available through this NOFA shall be used to provide rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of homelessness. The purpose of this NOFA is to stabilize individuals and families in their existing homes, assist individuals and families with securing affordable housing, connect them with mainstream social service and income support programs, and connect them to self sufficiency and employment programs. The funds may serve populations who are disabled, chronically homeless, as well as at risk youth.

2 Tasks and Services

This section describes the Contractor’s responsibilities for the services to be provided. The Contractor is responsible for assuring that sub grantees adhere to the mandatory requirements in this scope of services.

2.1 Homeless Prevention

These funds would primarily serve households at risk of homelessness and require short term assistance up to three months to obtain suitable housing. It will address homeless prevention through assistance with security and utility deposits, limited time rental assistance, and other innovative practices to prevent homelessness.

- Eligible direct assistance includes:
- Payment of rent arrears to prevent eviction
- Payment of a security deposit
- Limited time rental assistance
- Payment of utility deposits and arrears.
- Moving cost assistance
- Motel or Hotel Vouchers

Eligible supportive services include:

- Case management
- Accessing job preparation/employment services
- Housing search assistance and placement
- Landlord mediation
- Legal services
- Credit repairs

Purpose of this Program

An effective prevention program typically assess immediate housing needs, explore housing options and resources, provide flexible financial assistance, and, when appropriate, offer voluntary case management services focused on housing stabilization. The Homeless Prevention Program provides rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of homelessness. The program is

ATTACHMENT – PROPOSAL INFORMATION

designed to stabilize individuals and families in their existing homes, assist individuals and families with securing affordable housing, connect them with mainstream social service and income support programs, and connect them to self sufficiency and employment programs.

At a minimum, prevention resources should be targeted to people who have extremely low incomes (below 50 percent of area median income), who have a demonstrated housing crisis.

Eligible participants

Eligible persons include households that are in immediate danger of homelessness. Immediate danger is defined as: “but for the prevention assistance, the family or individual would be homeless within 14-days”. Program funds are intended to be targeted to people most likely to enter a shelter without intervention.

Plan for Self Sufficiency

It is expected that all sub-grantees will develop a plan for self sufficiency that sets forth mutual and time-bound responsibilities, expectations, activities, and goals designed to prevent a recipient from becoming homeless, immediately and in the future.

The purpose of the plan is to formalize the understanding that assistance is temporary and to encourage the family to set goals that will enable them to become self-sufficient. The plan should:

- Include the clients’ time-bound goals, responsibilities, and work activity participation designed to further the transition to self sufficiency,
- Include an agreement that state’s the expectations of the program and the client and the natural consequences of not meeting expectations,
- Specify the agencies’ commitment to assist all clients to smoothly transition off the homeless prevention assistance programs and move toward becoming self sufficient.
- Be updated at least every six months or as the clients’ needs, goals, barriers, and family circumstances change.
- Include any referrals to outside sources such as food banks, domestic violence counseling, and include referral information in the three month updates.

Implementation

Outreach

Sub-grantees will need to outreach to families most at risk of becoming homeless through schools, social service systems, clients exiting FEMA/DHAP housing programs, and other areas where at-risk families are likely to seek assistance. Sub-grantees will also need to sustain contact with different institutional systems such as foster care, hospitals, jails, and prisons, which may discharge people into homelessness. To maximize the effectiveness of outreach, programs should attempt to “match” the characteristics of families entering shelter (age, prior living situation, income level, etc.) with how they target their homeless prevention resources. This may include targeting families with incomes below 50% of the poverty level, families who have already lost their own housing unit and are currently doubled up, families facing imminent eviction, families residing in FEMA trailers or hotels/motels, and families who are unable to meet rental payments without assistance.

ATTACHMENT – PROPOSAL INFORMATION

Coordination with Louisiana Recovery Authority and the Homeless Continuums of Care

For families at imminent risk of losing a FEMA subsidy, or temporary housing unit in a FEMA group site, a more comprehensive intervention may be warranted that will require coordination with FEMA and other relief organizations to identify those most in imminent risk of becoming homeless and coordinating comprehensive wrap around services.

Flexible assistance

Many families may only need some initial direct financial assistance to overcome an emergency situation to prevent the family from becoming homeless; or to pay for deposits and the first month's rent. Others will need additional rental assistance that lasts for several months to a year or more. In any case, flexibility is necessary to provide the required assistance in a cost effective manner.

Increasing self-sufficiency

Services and financial assistance are intended to be time limited. Services are usually more intensive during the first few months, to promote stability and then are phased out as families stabilize in their housing and are linked to mainstream services. Service providers are expected to link, and must demonstrate efforts to connect families with mainstream programs, such as TANF, childcare, employment, and Medicaid to help reduce the families' reliance on rental assistance from the program, and to increase their financial self-sufficiency.

2.2 *Housing First Rapid Re-Housing Supportive Services*

Re-housing programs work with people who are already homeless to help them quickly move into rental housing. Rapid Re-housing programs tend to be short term (1-12 months). The Rapid Re-housing approach is designed to help families who are already homeless or who become homeless to obtain permanent housing as quickly as possible. This program is based on the national best practice "Housing First" approach to ending homelessness. The principle of the Housing First approach focuses on immediately placing a family in permanent housing, then connecting people to services and ongoing assistance, such as housing vouchers, intensive case management, or assertive community treatment that help them to stabilize and become more self sufficient.

The following Rapid Re-housing Supportive Services are eligible activities:

Crisis Intervention activities:

- Outreach to homeless families;
- Providing a preliminary assessment of needs, and a transition plan;
- Assisting families with enrolling in mainstream programs;
- Providing basic crisis intervention services

Housing Search Assistance:

- Clarify housing needs and preferences;
- Develop rental resumes;
- Assist in obtaining housing subsidies;
- Provide tenant education training;
- Assist in locating appropriate housing;
- Negotiate lease terms on behalf of clients;
- Assist with move-in and security costs;

ATTACHMENT – PROPOSAL INFORMATION

- Conduct ongoing and specific outreach to recruit landlords; and
- Mediate the concerns of landlords and or tenants, as appropriate.

Home-Based Case Management

- Provide crisis management assistance;
- Help participants work toward case management goals
- Link participants with mainstream social services.

Direct Financial Assistance:

- Security deposits;
- Utility deposits;
- Short term rental assistance
- Medium term rental assistance
- Utility payments
- Moving cost assistance
- Motel or Hotel vouchers

Eligible participants

Persons who may be eligible include households that are homeless, or at imminent risk of becoming homeless and whose income is not more than 50% AMI.

Plan for Self Sufficiency

Sub-grantees are expected to develop a contract between the client and service providers that sets forth mutual and time-bound responsibilities, expectations, activities, and goals designed to transition a recipient to self-sufficiency. The intent of the program is to help families to stabilize and move toward self-sufficiency.

The purpose of the contract is to formalize the understanding that assistance is temporary and to encourage the family to set goals that will enable them to become self-sufficient. The contract should:

- Include the clients' time-bound goals, responsibilities, and work activity participation designed to further the transition to self sufficiency,
- Include the expectations of the program and the client and the natural consequences of not meeting expectations,
- Be updated at least every three months or as the clients' needs, goals, barriers, and family circumstances change.
- Include any referrals to outside sources such as food banks, domestic violence counseling, drug and alcohol treatment, or other mainstream resources.

Implementation

At the local level

The Department of Social Services (DSS) will work through local governments to apply for funds under this program, to prevent homelessness and to place homeless families into permanent housing.

Coordination with Other Agencies

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Coordination with other agencies, such as a TANF agency, is an essential element of maximizing effectiveness of the Rapid Re-housing program. As an example, these agencies can also offer financial assistance, case management, services, child care, job readiness programs, and other benefits. A coordinated approach which expedites benefits, and coordinates services so as not to duplicate, will greatly improve services and leverage Rapid Re-housing funds. Furthermore, coordination with other agencies, such as a TANF agency, could help in identifying homeless families and families at high risk of homelessness, including those in precarious doubled up situations, or families facing imminent loss of housing – including those who are at imminent risk of homelessness due to impending loss of FEMA assistance and DHAP deadlines.

Service flexibility

There is no “one size fits all” service delivery model which will meet the needs of all homeless families. Some will be able to transition out of homelessness with minimal supportive services, while others will require more intense supportive services to remain stably housed. Once engaged in the program, linking people to mainstream services, such as mental health, child care, employment and other social services helps to transition the family off of the Housing First program, and toward self sufficiency. The Rapid Re-Housing program intentionally provides flexibility to program recipients to individualize services to coordinate with other programs, leverage resources, and fill the gaps needed to assist the homeless family to stabilize and become self sufficient.

Housing search assistance

A housing first program will seek service providers to assist families with securing housing. Project sponsors need to be able to not only work with the tenants, but also work with, and advocate on behalf of the landlord’s needs. Their job is to recruit landlords, help negotiate leases, and administer the rent subsidies. They will need to work cooperatively with landlords to provide necessary assurances to landlords accepting people with limited incomes, and often challenging rental histories.

In addition to recruiting private landlords, the housing assistance staff of the project sponsor would maintain relationships with property managers, affordable housing providers, and nonprofits to access existing subsidized housing, and work with developers to target new units. They will also coordinate regularly with Public Housing Authorities to coordinate targeting additional vouchers – including obtaining Family Reunification and Mainstream Vouchers, obtaining rental subsidies with the state TANF program, and preparing grant applications for Shelter Plus Care and foundation support.

Rapid Re-Housing Program structures

Rapid Re-Housing programs do not have to be delivered by stand alone entities. In fact, it may be possible to affect the system of care for homeless families on a greater scale if the program is integrated into existing systems and programs. A Rapid Re-Housing Program may be a collaborative venture involving different organizations in providing different aspects of the program, or may be provided by one or more “self- contained” comprehensive programs.

2.3 *Diversions*

Diversions programs attempt to prevent homelessness for people who are applying for shelter. Diversions programs try to help people return to the housing they just left or move in with friends or family using financial incentives or mediation. As with prevention programs, diversion programs

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typically involve one-time financial assistance and the offer of brief case management. When that is not sufficient, then housing location and short term rental assistance may be necessary.

2.4 *Housing First Rental Assistance*

Short/Medium Term Rental Assistance

Rental assistance is provided for 1-18 months depending on the needs of the household. Rental assistance under the program is not intended to be a long-term subsidy program. The goal of the program is to help homeless families become self sufficient; allowing them to transition in place. The maximum amount of rental assistance which may be provided to a household under the Rapid Re-housing program is limited to the equivalent to 18 months of rent at the Area Fair Market Rent (FMR).

Limitations and flexibility of assistance:

- A household which receives homeless prevention assistance may also be eligible for rapid re-housing where some rental assistance is needed to help the household to maintain stable housing, or where a household must move to another housing unit.
- Rapid Re-housing funds may provide assistance for up to 18 months at Fair Market Rents.
- Emergency shelter in hotels, boarding homes, hostels, or other temporary housing is an eligible expense under the Rapid Re-housing initiative. This is intended to provide a temporary bridge to a more permanent housing setting.

Program Budget:

DSS intends to provide flexibility to contractors to determine priorities and budget allocations among the programs. The program intends to provide contractors with flexibility to meet the needs of individual families with appropriate amounts of assistance. The amounts below represent the amounts for various HPRP activities.

HPRP Estimated Budget Summary

Program	Homeless Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$6,351,029	\$2,721,869	\$9,072,898
Housing Relocation and Stabilization Service	\$2,369,787	\$1,015,623	\$3,385,410
Subtotal	\$8,720,818	\$3,737,402	\$12,458,308
Data Collection and Evaluation	–	–	\$406,249
Administration (up to 5% of allocation)	–	–	\$677,082
Total HPRP Amount Budgeted	\$8,720,818	\$3,737,402	\$13,641,639

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The success of the program to access mainstream programs providing increased income, and to access rental assistance through other sources, will greatly impact the amount and duration of rental subsidies required.

3 Regional Allocations

DSS has identified the following ESGP Regions where services will be provided. The pro-rata shares are approximate values that DSS anticipates to be awarded:

Regions	ESGP Regions	Factor	Allocation
Region 1	New Orleans	.1537939	\$2,027,953
Region 2	Baton Rouge	.1210838	\$1,596,632
Region 3	Thibodaux	.0659078	869,072
Region 4	Lafayette	.1537187	2,026,961
Region 5	Lake Charles	.0522069	688,410
Region 6	Alexandria	.0714394	943,012
Region 7	Shreveport	.1235570	1,629,244
Region 8	Monroe	.0950414	1,253,233
Region 9	Covington	.0751581	991,047
Region 10	Jefferson	.0880929	1,161,608
TOTAL PROGRAM			\$13,186,171

4 General Compliance

The contractor will agree with all applicable federal, state, and local laws and all applicable Office of Management and Budget Circulars (<http://www.whitehouse.gov/omb/circulars/>)

4.1 Financial Management

Contractors/sub-recipients agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

Contractors /sub-recipients shall administer its program in conformance with OMB Circulars A-122, “Cost Principles for Nonprofit Organizations,” or A-87 Cost Principles for state and Local Government as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

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4.2 Documentation and Record Keeping

Contractors/sub-recipients shall maintain all records required by the Federal regulations that are pertinent to the activities to be funded as proposed.

Contractors/sub-recipients shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of five (5) years.

Sub-recipients or Project Sponsors shall participate in the Housing Management Information System (HMIS). Sponsors shall enter data into the HMIS system on all persons served by the funded facilities.

4.3 Prohibited Activity

Contractors/sub-recipients is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, inherently religious activities, lobbying, political patronage, and nepotism activities.

4.4 Federal Requirements

The contractor shall comply as applicable with all other federal requirements found at 570 Subpart K. These requirements include:

- Executive Order 11063 to affirmatively further fair housing
- Section 109 of the Act prohibiting discrimination of protected classes
- Labor Standards including Davis Bacon Federal Wage requirements
- Use of debarred, suspended, or ineligible contractors
- Uniform Administrative Requirements and cost principals
- Conflict of Interest
- Executive Order 12372 Intergovernmental Review (as applicable)
- Restrictions of certain resident aliens
- Americans with Disabilities Act

5 Deliverables/Reports

All Recovery Act Programs have stringent and transparent accountability reporting; HUD must post reports from the State of Louisiana on recovery.gov. The Department of Social Services requires that all contractors adhere to all requests for information and or Reports that are due to HUD on the dates listed below. DSS will require that Contractors and Sub-contractors provide information 10 days in advance of the HUD Report due date. Failure to provide timely Report information shall result in delay in reimbursements, the suspension and or termination of funding.

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Report Type (HUD Due Dates)

Initial Performance Report Due 10/10/09 (i.e. Contractor's report due to DSS by 09/30/09)

Quarterly Performance Reports Due 10 days after the end of each quarter (i.e. Contractors will report to DSS by Sept. 30th and again on Dec. 30th.)

Annual Performance Reports Due 60 days after the end of the federal fiscal year. DSS will require reports from Contractors 30 days in advance of the Annual Reports due date.

The Contractor shall provide the following:

I. Monthly Reports:

Documentation on each household assisted:

- Client Information
- Immediate reason for seeking prevention services;
- Point where the household entered the system to seek assistance;
- Determining Program eligibility
- Completing the monitoring information checklist
- Individual /Provider's Contract of Understanding
- Recommendations for Self Sufficiency
- Performance measures
- Immediate Result of Intervention
- Long-term outcomes

Program Financial Information, including:

- Cost of services for each client by activity
- Program summary report of expenditures by activity
- Program Income

- II. It shall be the Contractor's responsibility to ensure that data is entered into the HMIS system by sub-grantees. Contractors will also be required to report monthly on the Client expenditures for all eligible HPRP activities.

ATTACHMENT – PROPOSAL INFORMATION

ATTACHMENT II: PROPOSAL INFORMATION

1 *Executive Summary*

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and telephone number, and the stipulation that the proposal is valid for a time period of 90 days from the date of submission. This section should also include a summary of the proposer’s qualifications and ability to meet the state agency’s overall requirements.

It should include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The proposer should address the specific language in attachment IV and should submit whatever exceptions or exact contract modifications that its firm may seek to the sample contract. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

2 *Corporate Background/Experience/Financial Condition*

The proposer should give a brief description of its organization including a brief history, corporate structure and organization, number of years in business, and copies of the previous two years financial statements, preferably audited.

This section should provide a detailed discussion of the proposer’s prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from entities including names and telephone numbers of those references. Proposers should describe the services provided to displaced individuals, required reports, and demonstrate how the outcomes involving these individuals were tracked. Proposers should describe their familiarity with the “housing first” approach to ending homelessness as well as their familiarity with mainstream programs such as TANF, STEP and Medicaid.

If subcontractors will be used, the proposer should clearly identify any subcontractor arrangements. The proposer should provide the same information regarding the subcontractor’s company as is requested for the proposer’s company.

3 *Proposed Project Staff*

The proposer should provide detailed information about the experience and qualifications of the proposer’s assigned personnel considered key to the success of the project, including any intended use of specialized housing assistance staff and their experience.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes.

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If subcontractor personnel will be used, the proposer should clearly identify these persons and provide the same information requested for the proposer's personnel.

4 Approach and Methodology

The proposal should include:

- Proposer understands of the nature of the project and how its proposal will best meet the needs of the state agency.
- Proposer should define its functional approach in providing the services. The proposer should describe in detail the services proposed to be provided, explaining the coordinated approach the proposer will use to leverage the Rapid Re-housing funds requested. The proposer should describe in detail each project sponsor's program. The proposer should describe the target group(s) the proposer will serve and how the proposer will successfully connect people with mainstream services.
- Proposer should define its functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to project management and quality assurance.
- Provide a proposed project work plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing.
- If subcontractors are used, what roles they will play.

The proposer should rank in order of priority all of the projects/programs proposed by the various project sponsors for submittal to DSS. The department reserves the right to adjust the amount of award, adjust the rankings of proposed projects/programs, and to reject any and all projects/programs submitted as it determines is in the best interest of serving those in need in the community.

The proposer must provide information about each project sponsor's mission or purpose, capacity, staffing, experience, and financial position in order to demonstrate each project sponsor's ability to complete the proposed activities.

Sub-grantees will have flexibility to adjust the amount of each type of assistance to serve the individual needs of the families. Proposers should highlight how project sponsor's plan will adjust assistance in a phase out model where the program is intensive during the initial stages but is phased out as the clients become more independent. In other instances, clients may only require immediate one time prevention or move-in assistance.

DSS is supporting leveraging the success of proposer's programs with other mainstream programs. DSS believes the success of the program to access mainstream programs providing increased income, and to access rental assistance through other sources will greatly impact the amount and duration of rental subsidies required. The proposer should describe the process it has used to bring together participants from the local government, nonprofit and faith-based sectors providing services to reduce homelessness. The proposal should describe in detail the community-wide or region-wide process involving nonprofit organizations (including those representing persons with disabilities), government agencies, community and faith-based organizations, homeless providers, service

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providers, housing providers, and health care organizations with specific experience in serving homeless families and individuals that was utilized in preparation of the proposal.

Although DSS will accept a proposal for a program exclusive of participation in any community-wide or region-wide process, projects will receive few, if any, points under the rating factors and are very unlikely to be funded.

5 *Cost Information*

- Provide a budget indicating how the total cost outlined in the pro-rata share chart for the parish or parishes proposed to be served will be spent. This budget should also include all items for which the proposer intends to be reimbursed, such as salaries, rent, supplies, subcontractors' services, etc. The proposer should provide a budget narrative describing in detail the programs to be provided by each project sponsor.
- For information purposes, provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by each subcontractor.

6 *Administrative Information*

- Provide a completed certification statement as shown in attachment III.

ATTACHMENT III – CERTIFICATION STATEMENT

ATTACHMENT III: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (NOFA), including attachments.

OFFICIAL CONTACT. The state requests that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the state or Agencies to contact the above named person or otherwise verify the information I have provided.

- By its submission of this proposal and authorized signature below, proposer certifies that:
- The information contained in its response to this NOFA is accurate;
- Proposer complies with each of the mandatory requirements listed in the NOFA and will meet or exceed the functional and technical requirements specified therein;
- Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this NOFA;
- Proposer's quote is valid for at least 90 days from the date of proposer's signature below;
- Proposer understands that if selected as the successful proposer, he/she will have 20 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative	DATE
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ATTACHMENT IV: SOCIAL SERVICES CONTRACT

**STATE OF LOUISIANA
CONTRACT**

On this __ day of ___, 20__, the State of Louisiana, [*STATE AGENCY NAME*], hereinafter sometimes referred to as the "state", and [Contractor's *NAME AND LEGAL ADDRESS INCLUDING ZIP CODE*], hereinafter sometimes referred to as the "Contractor" or do hereby enter into a contract under the following terms and conditions.

SCOPE OF SERVICES

CONCISE DESCRIPTION OF SERVICES

[COMPLETE A BRIEF DESCRIPTION OF SERVICES TO BE PROVIDED]

STATEMENT OF WORK

INTRODUCTION

This statement of work defines the tasks to be performed, the required deliverables, the completion criteria, estimated completion dates, the estimated cost for each Task Schedule; and establishes the responsibilities for accomplishing these tasks.

GOALS AND OBJECTIVES

[THE GOALS AND OBJECTIVES OF THIS CONTRACT]

PERFORMANCE MEASURES

The performance of the contract will be measured by the state project manager, authorized on behalf of the state, to evaluate the contractor's performance as against the criteria in the statement of work.

[PERFORMANCE SHOULD BE MEASURABLE AND TIME BOUND]

MONITORING PLAN

[Name and Title or Position] will monitor the services provided by the contractor and the expenditure of funds under this contract. *[Name and Title or Position]* will be primarily responsible for the day-to-day contact with the contractor and day-to-day monitoring of the contractor's performance. The monitoring plan will be provided by DSS upon approval of the contract.