

CITY OF NEW ORLEANS

LaToya Cantrell, Mayor

New Orleans Health Department

**Notice of Funding Availability
Respite Care for the Unhoused Population**

General Information Package

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CITY OF NEW ORLEANS
New Orleans Health Department
1300 Perdido St
New Orleans, Louisiana 70112

July 1, 2024

NOTICE OF FUNDING AVAILABILITY (NOFA)

I. OVERVIEW

Agency: Department of Health
Director: Dr. Jennifer Avegno

Action: Notice of Funding Availability (NOFA) for Respite Care for Unhoused Population

Summary: The City of New Orleans seeks to utilize a dedicated allocation of City funds to support local organizations in the development and implementation of respite care services for our unhoused population in New Orleans. A total of \$500,000 over a one-year period is available. We anticipate between 1-3 awards made from this NOFA.

Release Date: Application packets are available for download in Microsoft Word format, beginning July 1, 2024 from the City of New Orleans Health Department website. Contact this office at healthdepartment@nola.gov to have the NOFA e-mailed to your organization. You can download the application from our website at <https://nola.gov/health-department>.

- II. **Application Workshop Meeting:**
- III. A virtual meeting will be held on **July 17, 2024 at 2 PM CDT** to answer general questions related to this NOFA and accompanying application. Call-in information will be circulated prior to the meeting. You may submit questions in advance of the meeting to Jennifer Avegno, Director at healthdepartment@nola.gov
- IV. **Due Date:** An electronic copy of a completed application must be submitted to the City of New Orleans Health Department via email to Andrew Sensi at andrew.sensi@nola.gov by August 7th, 2024 no later than 5:00pm CDT.

Format: All applications must be completed using the application packet posted with this Notice of Funding Availability (NOFA). When replying to prompts, please use Times New Roman, 12-point font size with double spacing to facilitate reading by scorers. Application packets will be available at <https://nola.gov/health-department>. The City of New Orleans Health Department will not make copies of any applications.

- V. **Proposals must be complete at the time of submission.** No addenda will be accepted after the deadline date for submission of proposals.

II. LEGAL AND REGULATORY AUTHORITY

This project is funded through City Funds.

III. PROGRAM OBJECTIVES AND REQUIREMENTS:

People experiencing homelessness suffer profound disparity in health and mortality compared to the general population. Medical respite programs are critical to community efforts to end homelessness. A medical respite care admission is a point in which clients can rest after an acute medical issue and address immediate and chronic health needs. Hospital lengths of stay are generally decreasing across all medical conditions and acute and post-acute medical care is increasingly being delivered on an outpatient basis. Improvements in health gained while in medical respite can facilitate engagement in communities and community-based services and prevent the unstable cycle of moving between hospitalizations and homelessness. People need a safe, stable, and supportive place to recover from illness and

injury. Recovery is extremely difficult on the streets; shelters generally are not equipped to support people who are sick or injured.

Homelessness itself causes and exacerbates existing medical conditions and makes adherence to treatment plans more difficult. Medical respite programs promote connections to primary and behavioral health care and decrease hospital utilization; thus, improving efficiency and reducing costs in health systems.

Medical respite programs should be equipped to address all needs and priorities of a person through direct services, community partnerships, and client engagement in quality improvement activities. The goals and priorities of the client remain central to decision making and care planning, with an understanding of the uniqueness of each individual's experiences and preferences. Medical respite programs should seek to respect client self-determination while providing the needed care. This includes but is not limited to:

1. 24 hour access to a bed without restrictions
2. 3 meals a day
3. Transportation to all medical appointments
4. Access to phone for medical needs or appointments
5. Wellness check at least twice every 24 hours
6. Safe space to store items
7. Assistance with management of medications

IV. **INSTRUCTIONS:**

A.Proposals will be accepted from non-profit and community-based organizations (CBOs) with experience or expertise in providing services, especially respite care, to the unhoused patient population in New Orleans. Respondents should also ensure that they have the capacity to administer, monitor, and evaluate the use of City funds as appropriate.

B.Preference will be given to applications by non-profits or CBOs that have a demonstrated track record of working with individuals that are currently unhoused or qualify for respite care services. Preference will be given to those that can satisfy all the core foundation components of a respite care model. Additional recommended services include care coordination, case management, Clinical care, and behavioral health but is not a requirement.

C.Ineligible Applicants:

- i. Proposals from organizations that are delinquent on any Federal debt, any State of Louisiana debt, or any City of New Orleans debt will not be considered for funding.
- ii. Proposals from previously funded organizations that have not met audit requirements will not be considered for funding. All audits must be clear of ineligible/disallowed costs related to all funding provided by the City of New Orleans.
- iii. No awardee principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.
- iv. Proposals from organizations or managing members that are not in compliance with City funding commitments or that have unresolved compliance issues.

D. Proposal Requirements:

1. PROJECT NARRATIVE:

Please respond to the prompts below regarding your agency's experience providing respite care services to unhoused patient population.

A. Organizational Experience

Detail your organization's experience in which may include but not be limited to 24 hour access to a bed without restrictions, 3 meals a day, transportation, access to phone for medical needs or appointments, wellness check at least twice every 24 hours, safe space to store items, assistance with management of medications, and any other related services.

- i. Please include any instances in which your organization currently supports respite care. If so how many beds and approximately the cost per bed.
- ii. Outline your organization's experience in providing programs that support mental health needs, case management, or behavioral health services or connection to those resources.

B. Program Implementation and Staffing

Provide information on your organization's ability to support providing respite care. Please include:

- i. Your agency's policy regarding wellness checks for patients, medication administration, food and meal preparation and administration.

- ii. Describe the space your agency intends to use to accommodate clients and staff.
- iii. Outline how you plan on hiring staff who will be culturally sensitive to the diverse needs of this population.
- iv. Describe the training/certifications obtained by your staff (LPN, RN, LCSW, etc).

2. BUDGET AND BUDGET NARRATIVE:

A. Applicant must include in their proposals a description and breakdown of project costs, i.e. a budget and budget narrative. All such costs should be limited to the amounts that are necessary and reasonable to accomplish the program activities and must meet applicable federal eligibility restrictions. Any awarded project will be subject to the Health Department's feasibility and cost reasonableness analyses.

B. Eligible costs include, but are not limited to the following:

- Program staff salaries, including fringe and benefits
- Organizational administrative/overhead costs;
- Office supplies, outreach & promotional materials;
- Travel & transportation costs;
- Resources to support immediate program participants needs

3. EVALUATION PLAN:

A. Describe the method(s) of evaluating success of the proposed project. Define the metrics that will be used to evaluate the program impact described in the project narrative. Include outcomes that aligned with the strategic aim of this NOFA.

V. KEY REGULATIONS AND REQUIREMENTS:

A. The organization submitting the application must elect a current staff member as their primary applicant. This applicant must be a U.S. Citizen at least 18 years of age.

- B. Selected applicants will be required to enter into a contract with the City and agree to the standard terms and conditions of that contract. Terms relating to the City’s hiring requirements can be reviewed in **Appendix A**.
- C. Awarded applicants will be expected to submit quarterly reports regarding project outcomes and expenditures.

2. FEDERAL COMPLIANCE PROVISIONS:

This project is to be funded with city funds and the successful candidate must adhere to all relevant city regulations.

3. AUDIT REQUIREMENTS:

The City of New Orleans requires that organizations submit the organization’s most recent and current audited financial statements with its NOFA response(s). Annual audits will be required from the awarded organizations.

VI. APPLICANT SELECTION PROCESS:

- A. Applications will be reviewed to ensure that they meet the following minimum threshold requirements:
 - i. Proposed projects with an implementation timeline longer than 24 months will not be considered for funding.
 - ii. Proposed projects requesting an award amount higher than the maximum range will not be considered.
 - iii. Proposals will be accepted from non-profits (with 501c3 status) and community-based agencies. Proposals from individuals will not be accepted.

B. SCORING:

Applications will be reviewed by a committee and scored based on the factors set forth below. Supporting documentation, when available and applicable, should be included in the application submission. Maximum 100 points allowed) Evaluation of the Applications shall be within the sole judgment and discretion of the Evaluation Committee.

Section	Maximum Points
General Qualifications + Experience	30
Scope of Work + Program Description	30

Budget Narrative and Initiatives	15
Funding-Specific Information	25
Total Points (Maximum)	100

Please note that the City of New Orleans reserves the right to fund lower rated proposals over higher scoring proposals in order to address gaps in services and to provide an equitable distribution of funds to help an underserved population, geographical area, etc. Any awarded project must align with the City’s priorities and will have a minimum score of 70 points. Meeting the minimum score does not guarantee an award of funding.

VII. GRANT AWARD PROCESS:

- A. The City of New Orleans will notify in writing applicants selected for funding within 30 days of the NOFA deadline. All awards are subject to further contract negotiation and availability of funds.
- B. As necessary, the Health Department will subsequently request that selected applicants submit additional project information. Any request for additional documentation is to confirm or clarify information provided in the application or to revise information provided in the application based on the level of funding.
- C. Projects will be awarded until such time that the available funds are exhausted. Meeting the minimum score does not guarantee an award of funding. Awards may contain conditions and/or include amendments to the proposals contained in the application. All awards will contain performance goals, including the development and implementation of timelines and number of units developed and/or persons served. The award that proceeds to contract will be for a defined term with conditions for renewal and extension.
- D. All awards will contain performance goals, including the development, and implementation of timelines and number of units developed and/or persons served.
- E. The award that proceeds to contract will be for a defined term with conditions for renewal and extension.
- F. **THE CITY OF NEW ORLEANS RESERVES THE RIGHT TO CANCEL, IN WHOLE OR IN PART, THIS NOFA AT ANY TIME AND WITHOUT NOTIFICATION.**

VIII. **APPENDIX:**

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APPENDIX A: Compliance with City's Hiring Requirements

BAN THE BOX

- A. The Awardee agrees to adhere to the City's hiring requirements contained in City Code Sections 2-8(d) and 2-13(a)-(f). Prior to executing this Agreement, the Awardee must provide a sworn statement attesting to its compliance with the City's hiring requirements or stating why deviation from the hiring requirements is necessary.
- B. Failure to maintain compliance with the City's hiring requirements through the term of the Agreement, or to provide sufficient written reasons for deviation, is a material breach of this Agreement. Upon learning of any such breach, the City will provide the Awardee notice of noncompliance and allow the Awardee thirty (30) days to come into compliance. If, after providing notice and thirty (30) days to cure, the Awardee remains noncompliant, the City may move to suspend payments to the Awardee, void the Agreement, or take any such legal action permitted by law or this Agreement.
- C. This section will not apply to any agreements excluded from the City's hiring requirements by City Code Sections 2-8(d) or (g). Should a court of competent jurisdiction find any part of this section to be unenforceable, the section should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law, or if reformation is not possible, the section should be fully severable and remaining provisions of the Agreement will remain in full force and effect.
- D. The Awardee will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subawardees to comply with those provisions.

LIVING WAGES

- A. *Definitions.* Unless otherwise expressly provided in this Agreement, Capitalized terms used but not defined herein, shall have the definition attributed to them in Article VIII, Section 70-802 of the City Code.
- B. *Compliance.* To the fullest extent permitted by law, the Awardee agrees to abide by City Code Sections 70-801, *et seq.*, which requires, in pertinent part, the following:
 - i. Payment of an hourly wage to Covered Employees equal to the amounts defined in the City Code ("**Living Wage**");
 - ii. Receipt of at least seven (7) days per year of compensated leave for Covered Employees, as required by Section 70-807 of the City Code; and

- iii. Post notice in a prominent place regarding the applicability of the Living Wage Ordinance in every workplace in which Covered Employees are working that is within the Covered Employer's custody and control, as required by Section 70-810 of the City Code.

C. *Living Wage.* In accordance with the Living Wage Ordinance, Living Wage shall be as follows:

- i. \$15.00 per hour for any work performed on or before December 31, 2023; and
- ii. \$15.00 per hour plus any adjustment provided in subsection D below for any work performed during calendar year 2024 or thereafter.

D. *Adjusted Living Wage.* In accordance with Section 70-806(2) of the City Code, the Living Wage shall be annually adjusted for inflation, as defined by the Consumer Price Index calculated by the U.S. Bureau of Labor Statistics as applied to the South Region, except that in no instance shall the Living Wage be adjusted downward. The first adjustment shall become effective on January 1, 2024 using the Consumer Price Index figures provided for the preceding year, and thereafter on an annual basis.

E. *Subcontract Requirements.* As required by Section 70-804 of the City Code, the Awardee, beneficiary, or other Covered Employer, prior to entering into a subcontract, shall notify subawardees in writing of the requirements and applicability of Article VIII - The Living Wage Ordinance (“**Article**”). City awardees and beneficiaries shall be deemed responsible for violations of this Article by their subawardees.

F. *Reporting.* On or before January 31st and upon request by the City, the Awardee shall identify (a) the hourly wage earned by the lowest paid Covered Employee and (b) the number of days of compensated leave received by Covered Employees earning less than 130% of the then-prevailing wage during the current term of the Agreement, and provide the identified information to the following:

Office of Workforce Development

Living Wage - Compliance

1340 Poydras Street - Suite 1800
New Orleans, Louisiana 70112

G. *Compliance Monitoring.* Covered Employers under this Agreement are subject to compliance monitoring and enforcement of the Living Wage requirements by the Office of Workforce Development (the “**OWD**”) and/or the Chief Administrative Office (“**CAO**”). Covered Employers will cooperate fully with the OWD and/or the CAO and other City employees and agents authorized to assist in the administration and enforcement of the Living Wage requirements. Steps and actions include, but are not limited to, requirements that: (i) the Awardee will cooperate fully with the OWD and the CAO and other City employees and agents authorized to assist in the administration and enforcement of the Living Wage requirements; (ii) the Awardee agrees that the OWD and the CAO and their designees, in the performance of their duties, shall have the right to engage in random inspections of job sites and to have access to the employees of the Awardee, payroll records and employee paychecks; and (iii) that the City may audit such records of the Awardee as he or she reasonably deems necessary to determine compliance with the Living Wage standards.

H. *Remedies.* If the Awardee fails to comply with the Living Wage requirements during the term of the Agreement, said failure may result in termination of the Agreement or the pursuit of other remedies by the City, including, but not limited to, the penalties and enforcement mechanisms set forth in Section 70-811 of the City Code.

APPENDIX B: NOFA SCORING RUBRIC:

General Qualifications + Experience		30
Applicant clearly articulates their experience in doing work in homeless service position and respite care and why they are best suited to accomplish the work as described within the NOFA.	15	
Applicant demonstrates longevity as a service provider, including work in City of New Orleans.	5	
Key personnel on the project have the qualifications and experience to carry out the activities	10	
Scope of Work		30
Applicant provides a thoroughly documented plan to meet the goals of developing a program that provides respite care for unhoused individuals in the City of New Orleans, which shall include how activities will be implemented, evaluated, and completed within a one to two-year timeframe.	15	
The proposed activities/tasks, services counts, and results/outcomes are reasonable, clear, actionable, measurable, and related.	15	
Budget		15
Requested resources are appropriate to carry out the project.	2	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	3	
The Applicant provides verification of the percentage of each dollar received that is spent on clients/direct services and that percentage is high.	3	

The Applicant provides a detailed budget that demonstrates how 100% of funds will be spent within 2 years.	2	
The Applicant documents that they will not rely on this funding to maintain operations and that the organization is sustainable beyond the end of the NOFA funding period.	3	
Start-up costs are thoroughly documented and in-line with similar programs.	2	
Funding-Specific Information		25
The Applicant provides a detailed and thorough narrative that demonstrates an organized methodology to meet all criteria.	15	
Proposed eligibility criteria for individuals meets the NOFA requirements	5	
Any capital expenditures are justified according to City requirements.	5	
Total Possible Points		100

APPENDIX C: NOFA PROPOSAL TIMELINE:

<u>Tasks</u>	<u>Description</u>	<u>Dates</u>
1	NOFA Announced	July 1, 2024 at 10 AM CST
2	NOFA Informational Session for Applicants	July 16, 2024 at 10 AM CST
3	NOFA Applications Due	August 1, 2024 at 5 PM CST
4	Selected Subrecipients Announced	August 27, 2024
5	Prepare and Route Scope of Work and Subrecipient Agreements for Awardees	August 28, 2024
6	Subrecipient Agreements Executed and Work Begins	October 2024
7	Quarterly Subrecipient Data Collection and Reporting Begins	January 2025
8	NOHD report-out on data and Key Performance Indicator (KPI) metrics	Ongoing
9	Final Report From Grantees Due	December 2025
10	Dissemination of Findings from Subrecipient Projects	February 2026
11	Prepare Final Report	March 2026