



City of New Orleans

Mayor LaToya Cantrell

***Notice of Funding Availability
For Rapid Rehousing Support***

General Information Package

Timeline

Released: ***December 27, 2024***

Virtual Information Session: ***January 6, 2025***

Application Deadline: ***January 17, 2025***

Selection of Subrecipients Announced: ***January 31, 2025***

Mayor's Office of Homeless Services and Strategies

1340 Perdido St, Suite 962

New Orleans, Louisiana 70112

(504) 658-2598 | <https://nola.gov/next/homeless-services-and-strategy/>

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December 27, 2024

NOTICE OF FUNDING AVAILABILITY (NOFA)

I. OVERVIEW

Agency: Mayor's Office of Homeless Services and Strategies
Director: Nathaniel Fields

Action: Notice of Funding Availability (NOFA) for *Home for Good Rapid Rehousing Administration*

Summary: The New Orleans Home for Good Initiative, aims to reach low or no unsheltered homelessness by the end of 2025, expanding the target from rehousing 420 individuals to 1,500 individuals over two years and includes the targeted resolution of encampments in the inner core of the city. The Home for Good Rapid Rehousing Initiative includes rental subsidies, security deposits, and stabilization case management services. The City of New Orleans seeks to partner with an organization to act as the Administrator for rental subsidies security deposits, and case management dollars that support those experiencing unsheltered homelessness in Orleans Parish and being rehoused through the Home for Good Initiative. A total of \$4,500,000 is available, to be allocated to an estimated one awards over a one-year period.

Release Date: Application packets are available for download in Microsoft Word format, beginning **December 27, 2024**, from the City of New Orleans website at <https://nola.gov/next/homeless-services-and-strategy/>. You may contact our office via e-mail at taylor.diles@nola.gov to have the NOFA e-mailed to your organization.

Informational Meeting:

A **virtual meeting** will be held on **January 6, 2025, at 11AM 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 Nathaniel Fields, Director at nathaniel.fields@nola.gov.

Register for the virtual informational meeting:
<https://events.gcc.teams.microsoft.com/event/749af115-6d36-4bb4-8718-7d3d19b05d12@08cbf485-1cb7-4a02-9a21-0dd9b45b9ff7>

Due Date: An electronic copy of a completed application must be submitted to the Office of Homeless Services & Strategies *via email* to Nathaniel Fields, Director, Nathaniel.fields@nola.gov and Taylor Diles, Deputy Director, at taylor.diles@nola.gov by **January 17, 2025 no later than 5:00pm CDT**.

Format: Use this packet as your grant application submission. When replying to prompts in each box, please use **Times New Roman, 12-point font size with double spacing** to facilitate reading by scorers. Word limits for individual questions have not been established, but the applicant's completed packet **should not exceed 20 pages total**. A complete application must include: the Application Packet (**Appendix C**), a Project Narrative, a Budget Narrative, and a Detailed Program Budget (in excel format).

The City of New Orleans Office of Homeless Services and Strategies will not make copies of any applications. **Proposals must be complete at the time of submission**. No addenda will be accepted after the deadline date for submission of proposals. Under no circumstance should an applicant leave a proposal at or mail a proposal to the City of New Orleans Office of Homeless Services and Strategies.

II. LEGAL AND REGULATORY AUTHORITY

This project is funded through American Rescue Plan Act funds ("ARPA funds") made available by the American Rescue Plan Act, 2021 (Public Law 117-2, signed March 11, 2021) distributed by the U.S. Treasury ("Treasury").

III. PROGRAM OBJECTIVES, REQUIREMENTS AND ELIGIBILITY:

A. OBJECTIVES

The City of New Orleans seeks an organization with a charge to dedicate staff capacity for rapid re-housing (RRH) activities. The RRH program will provide in-person case management and rental/financial subsidy for up to 12 months. The ultimate goal of RRH is to help tenants transition to and ultimately maintain long-term housing stability, be good neighbors, and improve the quality of their lives.

1. Subsidy Administration

Needed Services:

- a. The program requires the timely administration of rent and utility subsidies over a maximum 12 month period.
- b. Applicants may apply to administer the subsidies as well as for indirect administrative fees not to exceed 10% of the total costs less the subsidies.
- c. Applicants must be positioned to administer funds on a reimbursement basis

and submit documentation monthly.

Delivery Requirements:

- d. Administer a process to manage and distribute rent and utility assistance funds in accordance with funding regulations and program requirements. This includes:
 - i. Coordinating with landlords
 - ii. Inspecting units
 - iii. Negotiating payment terms
 - iv. Processing rental assistance agreements
 - v. Making timely payments
 - vi. Maintaining appropriate records and financial management practices
- e. Enter all required services and/or documents into HMIS.
- f. Provide timely, regular, and ad-hoc reports related to all financial assistance payments and obligated funds.
- g. Participate in weekly/monthly housing and stabilization meetings as needed to keep up to date on tenant/landlord/lease issue(s) and act accordingly.

Key Performance Indicators:

- h. Timely Processing and Payments:
 - i. Rental/utility assistance payments within five (5) days of participant move-in.
 - ii. Rental/utility assistance payments within the first five (5) days of every month.
- i. Timely and detailed reports

2. Housing Stabilization Case Management Services

Needed Services:

- a. The program requires a total of 10 full-time (FTEs), dedicated Housing Stabilization Case Managers, each operating with a caseload of 20 households and providing services for up to 12 months per household.
- b. Applicants may apply to provide up to 10 full-time case managers.
 - i. All FTE's funded for this project will be dedicated to the work described in this NOFA and must not have other shared program responsibilities.
 - ii. Each case manager will maintain a minimum caseload of 20 households as assigned by the Coordinated Entry.

Delivery Requirements:

- c. Maintain a minimum caseload of 20 households at any given time.
 - i. A family (independent of how many members) will count as one household.
 - ii. If households exit the program prior to the 12-month program term, a replacement household may be assigned to maintain a minimum caseload.

- d. Work in a team structure with outreach, landlord engagement, and city leads to assist clients at the encampment site and maintain services to clients for the duration of their rapid rehousing program, typically 12 months.
- e. Complete timely HMIS program enrollments.
- f. Coordinate with the landlord engagement team and landlords on behalf of clients.
- g. Assist with timely move-ins.
- h. Participate in daily briefings during the encampment engagement process and continued weekly stabilization work group meeting to account for client progress and receive supports from peers and leadership to help clients stabilize, transition at the end of the program and avoid returning to homelessness.
- i. Record case documentation ongoing to include, but not limited to: Telephone calls/emails, attempts to make contact, and client face-to-face interactions should be detailed and clearly documented in client's case record in HMIS.
- j. Liaise with other service providers and community partners to increase stabilization supports for clients.

Key Performance Indicators:

- k. Timely program enrollment and client lease up
- l. 80% of assisted households will remain housed and avoid a return to homelessness
- m. 20% of households will increase income.
- n. House a minimum of 7 households per week until at least 200 households are housed.

Ending homelessness requires a collaborative effort across public and private partners. The United States Interagency Council on Homelessness, in its Federal Strategic Plan to End Homelessness, recognized the importance of improving the effectiveness of homelessness response systems. Such improvements include an all-of-government approach to ending unsheltered homelessness and solidifying the relationship between Continuums of Care (CoCs) and government agencies to improve coordination.

The City of New Orleans has recently engaged with local homeless service providers, the New Orleans business community, health care system, and nationally recognized consultants to better coordinate a response to unsheltered homelessness.

Specifically, the City of New Orleans is looking to partner with an organization -to administer rapid rehousing assistance for individuals experiencing homelessness in Orleans Parish. The City of New Orleans is looking to rapidly rehouse individuals from the Home for Good Initiative including the Low Barrier Shelter, as well as individuals who are unsheltered. The city may award funds separately or to one organization for these two groups.

The strategic aim of this NOFA is to award funding to support rapid rehousing of New Orleans residents who are experiencing homelessness.

B. KEY REGULATIONS AND REQUIREMENTS

Organizations that are selected through this NOFA will be required to:

I. Contract with the City of New Orleans

- A. Agree to the standard terms and conditions of City contracts and adhere to the City's hiring requirements (**Appendix D**)
- B. Submit City of New Orleans Tax Clearance Form (available at: <https://nola.gov/next/purchasing/topics/policies,-procedures,-forms-and-templates/>)
- C. Submit a Certificate of Insurance, as required by the subrecipient agreement.

II. Financial Audit

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 may be required from the applicants awarded funding.

III. Reporting

Awarded applicants will be expected to submit monthly reports regarding project outcomes and expenditures.

C. ELIGIBILITY

I. Eligible Applicants

- A. Proposals will be accepted from non-profit (with 501c3 status) and community-based organizations (CBOs). 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 that can demonstrate access to additional funding sources or strategic partners that multiply the impact of this funding or increase the capacity of the applicant.
- C. 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.

II. Ineligible Applicants

- A. 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.

- B. 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.
- C. No contractor 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.
- D. Proposals from organizations or managing members that are not in compliance with City funding commitments or that have unresolved compliance issues.
- E. Applications will not be accepted from individuals, but they are welcome to partner with an eligible organization.

D. FUNDING DETAILS AND TIMELINE

I. Number of Awards:

The Office of Homeless Services and Strategies anticipates awarding between one and two applications. However, the number of awards and total amount awarded is within the sole discretion of the Office of Homeless Services and Strategies and may be more or less than this number. The Office of Homeless Services and Strategies reserves the right to select semi-finalists and ask that they present additional information. The Office of Homeless Services and Strategies may also, at its sole discretion, cancel this NOFA at any time.

II. Award Amounts:

The minimum award amount is \$2,000,000 and the maximum award amount is \$4,500,000.

III. Award Duration and Start Date:

The requested funding period and proposed project timeline should be no shorter than 6 months and no longer than 12 months. The project should begin in January 2025 and be complete before December 31, 2025.

IV. APPLICANT SELECTION PROCESS:

A. MINIMUM THRESHOLD REQUIREMENTS

Applications will be reviewed to ensure that they meet the following minimum requirements:

- I. Proposed projects with an implementation timeline longer than 12 months will not be considered for funding.

- II. Proposed projects requesting an award less than the minimum or higher than the maximum range will not be considered.
- III. Applicants must be affiliated with a non-profit or for-profit organization. Projects from individuals will not be considered.

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. Full scoring rubric is accessible in **Appendix B**.

Section	Maximum Points
General Qualifications + Experience	25
Scope of Work	30
Budget	20
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 average score of 70 points. Meeting the minimum score does not guarantee an award of funding.**

V. GRANT AWARD PROCESS:

- A. The City of New Orleans will notify in writing applicants selected for funding within 14 days of the NOFA application deadline (**January 17, 2025**). All awards are subject to further contract negotiation and availability of funds.
- B. As necessary, The Office of Homeless Services and Strategies will subsequently request that selected applicants submit additional project information. Any request for additional documentation is to confirm or clarify the 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 as the available funds are exhausted. Awards may contain conditions and/or include amendments to the proposals contained in the application.
- D. All awards will contain performance goals, including the development and implementation of timelines and number of units developed and/or persons served.

- E. Awards that proceed to contract will be for a defined term with conditions for renewal and extension.
- F. For an updated grant award process and timeline, please see **Appendix A**.
- G. THE CITY OF NEW ORLEANS RESERVES THE RIGHT TO CANCEL, IN WHOLE OR IN PART, THIS NOFA AT ANY TIME AND WITHOUT NOTIFICATION.**

VI. APPENDIX:

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APPENDIX A: NOFA TIMELINE

<u>Tasks</u>	<u>Description</u>	<u>Dates</u>
1	NOFA Announced	December 27, 2024
2	NOFA Informational Session for Applicants	January 6, 2025 at 11 AM CDT
3	NOFA Applications Due	January 17, 2025 at 5 PM
4	Selected Subrecipients Announced By	January 31, 2025
6	Cooperative Endeavor Agreements Executed and Work Begins	February 2025
8	Prepare Final Report and Work Concludes	December 31, 2025

APPENDIX B: NOFA SCORING RUBRIC

Scoring Item	Possible Points	Total Points
General Qualifications & Experience		35
Applicant clearly articulates the organization’s values and experience and why they are well-suited to accomplish the proposed program.	15	
Applicant demonstrates longevity as a service provider, including work in the City of New Orleans.	10	
Key personnel on the project have the qualifications and experience to carry out the activities.	10	
Program or Project Approach		30
Proposed program is well described and there is a reasonable expectation that the program could result in demonstrable success.	10	
Applicant provides a thoroughly documented plan to meet the goals of the proposed project or program, including how activities will be implemented, evaluated, and completed within the timeframe.	10	
There is a strong rationale for the design of the proposed program based in research, best practices, and/or past experience.	10	
Budget and Financials		35

Resources needed to carry out the project are thoroughly described and clearly connected to the activities in the program description. Applicant has placed an emphasis on a significant portion of funding directly benefiting program participants.	15	
The Applicant provides a detailed budget that demonstrates how 100% of requested funds will be spent prior to January 1, 2026.	5	
The applicant provides verification of the percentage of each dollar received that is spent on clients/direct services and that percentage is high.	5	
The applicant documents that they will not rely on funding from the City of New Orleans to maintain operations and that the organization is sustainable beyond the end of the funding period.	5	
Total Possible Points		100

APPENDIX C: APPLICATION PACKET

Application Packet	
Applicant Organization:	
Applicant Address:	
Form of Business: <input type="checkbox"/> Nonprofit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other: _____	
Zip Code(s) where your project serves:	
Program Summary: Provide a summary of the program or project: (250 words maximum)	
Total Amount of Funding Requested:	
Proposed Number of Participants Reached:	
Length of Proposed Program or Project:	
Proposed Program or Project Start Date:	
Proposed Program or Project End Date:	

SECTION 1: PROGRAM OR PROJECT NARRATIVE

Please respond to the prompts below regarding your agency’s experience working with people experiencing unsheltered homelessness and your agency’s plan for implementing a rapid rehousing program. Please use **Times New Roman, 12-point font with double spacing** to facilitate reading by scorers. This packet, including both this section and Section 2 should not exceed 20 pages total.

SECTION 1A: ORGANIZATIONAL EXPERIENCE

Address each of the following questions below for the organization to demonstrate capacity and ability to execute successful programs/projects.

1. Provide a brief description of the objectives or mission statement of the organization or agency and relevant experience. How long has the organization been in existence?
2. Detail your organization’s experience in providing assistance to individuals experiencing unsheltered homelessness. Please include any instances in which your organization has implemented a housing-first approach to service provision. Special consideration will be given to organizations with a track record of serving chronically homeless individuals.
3. Detail your organization’s experience in providing programs that support successful, long-term housing placements that provide opportunities for education and positive change.
4. Describe your organization’s current or new staff positions that will oversee and implement the program functions outlined in section 1.B. Please include resumes of staff who will be integral to the program if they are existing staff in a separate attachment, if applicable.

SECTION 1B: PROGRAM DESIGN & ELIGIBILITY

1. Provide a detailed description of the proposed program, including important, innovative, or unique aspects of the program and how the program supports the individuals experiencing homelessness in New Orleans. Explain whether that program is an existing program that will be expanded or a new program that will be implemented.
2. What is the rationale behind your program design? What, if any, research informed your program design? What learnings from past experience have informed or changed the approach?
3. How many individuals or families do you anticipate serving?
4. Identify the proposed program duration. Include a detailed timeline for project planning and implementation, including key milestones

SECTION 2: PROGRAM OR PROJECT BUDGET

Please describe your proposed budget by responding to the prompts below. When replying to prompts, please use **Times New Roman, 12-point font with double spacing** to facilitate reading by scorers. When submitting your proposal, include separate attachments with your excel document budget narrative and your organization’s financials, including your most recent 990 and a copy of your most recent financial statement. If you have an audited financial statement, please submit it as a separate attachment.

SECTION 2A: BUDGET AND BUDGET NARRATIVE

A budget template has been provided below. Please use this template as a starting point for your proposed budget. You may add or remove categories and enter amounts as necessary. Please provide a description of project costs below in a narrative format. Please also include an Excel document that breaks down costs across allowable categories. All such costs should be limited to the amounts that are necessary and reasonable to accomplish the program activities. Any awarded project will be subject to OHSS’ feasibility and cost reasonableness analyses.

- Allowable costs include, but are not limited to:
- A. Program staff salaries, including fringe and benefits;
 - B. Organizational administrative/overhead costs;
 - C. Office supplies, outreach & promotional materials;
 - D. Travel & transportation costs;
 - E. Resources to support immediate program participants needs

- Restrictions on use of funds include, but are not limited to:
- A. Organizations must operate within the geographic boundary of the City of New Orleans
 - B. Program recipients or project participants must be City of New Orleans residents.
 - C. Indirect administrative costs must not exceed 10% of the total requested budget less subsidy payments.

D. Proposed budget should not include the use of funds to purchase food for meetings or events.

Submit your most recent 990 and a copy of your most recent financial statement. If you have an audited financial statement, please submit.

Acknowledgements

The undersigned certifies and makes assurance of the Applicant's compliance with:

- i. Organization does not owe Federal debt, any State of Louisiana debt, or any City of New Orleans debt.
- ii. Applicant organization has met audit requirements to be considered for funding, including submission of organization's most recent completed audit, and all audits of previously funded organizations are clear of ineligible/disallowed costs related to all funding provided by the City of New Orleans.
- iii. No contractor 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 are in compliance with City funding commitments and do not have unresolved compliance issues.
- v. Title VI of the federal Civil Rights Act of 1964 <https://www.hhs.gov/civil-rights/for-individuals/special-topics/needy-families/civil-rights-requirements/index.html>;
- vi. Title IX of the federal Education Amendments Act of 1972 <https://www.justice.gov/crt/title-ix-education-amendments-1972>
- vii. The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government <https://www.eeoc.gov/statutes/laws-enforced-eeoc>
- viii. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government <http://www.ada.gov/pubs/ada.html>;
- ix. All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States of America;
- x. The condition that the submitted Application was independently arrived at, without collusion, under penalty of perjury; and
- xi. The condition that no amount shall be paid directly or indirectly to an employee or official of the City of New Orleans as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Applicant in connection with the Procurement under this NOFA.

Yes No

<hr/> ORGANIZATION	<hr/> FED EMPLOYER ID NO.	
<hr/> APPLICANT SIGNATURE	<hr/> DATE	
<hr/> PRINTED NAME		
<hr/> TITLE		
PERSON RESPONSIBLE FOR PREPARATION OF APPLICATION		
<hr/> NAME	<hr/> TITLE	
<hr/> ADDRESS		
<hr/> CITY	<hr/> STATE	<hr/> ZIPCODE
<hr/> PHONE NUMBER	<hr/> EMAIL ADDRESS	
PERSON RESPONSIBLE FOR PROGRAM AND CONTRACT MANAGEMENT		
<hr/> NAME	<hr/> TITLE	
<hr/> ADDRESS		
<hr/> CITY	<hr/> STATE	<hr/> ZIPCODE
<hr/> PHONE NUMBER	<hr/> EMAIL ADDRESS	

APPENDIX D: COMPLIANCE WITH CITY'S HIRING REQUIREMENTS

BAN THE BOX

- A. The Contractor 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 Contractor 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 Contractor notice of noncompliance and allow the Contractor thirty (30) days to come into compliance. If, after providing notice and thirty (30) days to cure, the Contractor remains noncompliant, the City may move to suspend payments to the Contractor, 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 Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subcontractors 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 Contractor 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 Contractor,

beneficiary, or other Covered Employer, prior to entering into a subcontract, shall notify subcontractors in writing of the requirements and applicability of Article VIII – The Living Wage Ordinance (“Article”). City contractors and beneficiaries shall be deemed responsible for violations of this Article by their subcontractors.

- F. **Reporting**. On or before January 31st and upon request by the City, the Contractor 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 Contractor 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 Contractor 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 Contractor, payroll records and employee paychecks; and (iii) that the City may audit such records of the Contractor as he or she reasonably deems necessary to determine compliance with the Living Wage standards.
- H. **Remedies**. If the Contractor 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.

SUPPLIER DIVERSITY

- A. **General**. The Applicant agrees to abide by the City Code Sections 70-456, et seq., to use its best efforts to carry out all applicable requirements of the City’s DBE Program for the administration of this Agreement, as set forth in the City Code and any applicable rules adopted thereunder. The City’s Office of Supplier Diversity (“OSD”) oversees the DBE Program and assigns a DBE Compliance Officer (“DBECO”) to ensure compliance.
- B. **Monitoring**. To ensure compliance with DBE requirements during the term of this Agreement, the DBECO will monitor the Applicant’s use of DBE sub-subrecipients (“DBE Entities”).

Appendix E: Budget Template

Annual Budget (January 1, 2025 - December 31, 2025)			
Organization Name:			
Key Contact Name & Phone:			
PROJECT BUDGET Case Management	Max per FTE	Case Manager	Narrative
Personnel Expenses - Salaries & Wages		Proposed Annual budget	
Number of FTE	___ FTE		
CM Salary	\$___	\$___	<i>100% of staff time spent dedicated to this program</i>
Fringe Benefits	\$___	\$___	
Add lines as necessary	\$___	\$___	
Total Personnel Expenses	\$___	\$___	
Other Expenses			
Equipment	\$___	\$___	
Client Transportation	\$___	\$___	
Mileage Reimbursement	\$___	\$___	
Add lines as necessary	\$___	\$___	
Total Other Costs	\$___	\$___	
Administrative Fee	\$___	\$___	<i>Max of 10% of Personnel and Other Expenses above</i>
TOTAL CASE MANAGEMENT EXPENSES	\$___	\$___	<i>Total expenses personnel + non-personnel + administrative fee</i>
PROJECT BUDGET Subsidy Management	Max per FTE	Proposed Annual Budget	Narrative
___ # of Units per FTE	\$___	\$___	
Add lines as necessary	\$___	\$___	
TOTAL SUBSIDY MANAGEMENT EXPENSES	\$___	\$___	
TOTAL PROJECT BUDGET (Total Case Management + Subsidy Management)			