



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION**

2013 - 2014

**WINTER OVERFLOW
REQUEST FOR PROPOSALS
(RFP)**



CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

2013-2014 Emergency Solutions Grant (ESG) – Emergency Shelter (Winter Overflow)

Beginning Thursday, October 3, 2013, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

All questions should be referred to:

Antoinette D. Triplett, MA
Homeless Services Division
1520 Market Street, Suite 4062
St. Louis MO 63103
Voice: 314-657-1704
Fax: 314-612-5939
triplett@stlouis-mo.gov

Proposals must be returned to the above address by 4:00 p.m. Friday, October 18, 2013. Proposals received after the aforementioned date and time will not be accepted.

The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal and state agencies.

BACKGROUND

The Department of Human Services funds agencies based on comprehensive and collaborative service delivery systems that enhance the quality of life for citizens of the City of St. Louis. As it exists today, the Department of Human Services responsibilities include funding and programming for the St. Louis Area Agency on Aging, Homeless Services, Office on the Disabled, Youth & Family Services and Veterans Affairs.

The Homeless Services Division facilitates the local St. Louis Continuum of Care (CoC). Our strategy represents maximum participation of community-wide organizations and providers to meet the full spectrum of need of homeless individuals and families as well as to identify gaps and priorities in the provision of services to homeless persons. The CoC identifies, coordinates and evaluates the needs of homeless persons and then provides linkages to emergency shelter and community services. Nearly, 70 agencies participate in developing our Continuum of Care strategy each year which involves a comprehensive, integrated approach to the delivery of services to homeless populations.

The local Continuum of Care strategy designed around 3 basic goals; 1) to help program participants obtain and remain in permanent housing, 2) to help participants increase skills and income thereby allowing participants to secure an income to live as independently as possible and 3) to help the participants achieve greater self-determination. Achieving a greater sense of self-determination enables the participants to gain needed confidence to make the transition out of homelessness.

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

Proposal will be funded based on the following:

- Applicant is an active member of the St. Louis City Continuum of Care (attended at least 6 COC meetings, including committee meetings)
- Programs not supplemented (matched) by Continuum of Care, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless and the quality of the program/services it provides
- The applicant's ability to adequately describe and address those requirements set out in the RFP
- The extent to which the proposed project fills a gap in the community's Continuum of Care and addresses a priority issue
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships
- The degree to which performance measures relate to attainable outcomes
- Organizational experience and experience level of key staff
- The extent to which applicant leverages resources
- Participation by homeless populations in decision-making and project operations
- Whether this is a renewal project
- Past performances of programs and agencies previously funded by the Department of Human Services

City of St. Louis
2013 – 2014 Winter Overflow
REQUEST FOR PROPOSALS (RFP)
Application

1. Name of Applicant: _____

2. Name of Program: _____

3. Program Address: _____

4. Phone: _____ Fax: _____ E-mail: _____

5. Contact Person & Title: _____

6. Target Population:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/ children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | <input type="checkbox"/> Elderly | <input type="checkbox"/> Developmentally Disabled |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Other |

7. Housing:

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site Apartments | <input type="checkbox"/> Single Room Occupancy | |
| <input type="checkbox"/> Group/Large House | <input type="checkbox"/> Detached House | <input type="checkbox"/> On-site Apartments | <input type="checkbox"/> Other |

8. Requested amount reflects: _____% of the program/project budget of \$ _____
Requested amount reflects: _____% of the total agency's budget of \$ _____
Is this program/project currently in existence? Yes How many years? _____ No
Annual amount of funds received from other City Department/Agencies? \$ _____

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals submitted to the Department of Human Services must include the following items:

<u>Project Proposal</u> not to exceed 6 pages: <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<u>Required attachment, not included in page limit:</u> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Budget
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Narrative:

The narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the clients to be served and the cost of the proposed activities.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

Organizational Capacity and Experience:

The applicant should demonstrate a history of assessing the needs of and providing services to low-income individuals who are homeless, formerly homeless or at risk of becoming homeless. The applicant should provide outcome data from similar programs operated by the organization that shows the effects of the services provided. The applicant should verify established working relationships with other organizations in the community to ensure a network of services to meet the described needs of the participants.

Service Plan:

This section should show that the applicant provides a progression of services for each program participant based on individualized assessments. The plan should include services that meet the ability and needs of the participants. It should include case management that matches services and needs, tracks clients' progress and maintains program data for reporting. It should explain how services will be identified, how individual plans will be developed and implemented, how the case management enables that to occur.

Participant Tracking and Reporting:

This section should describe a monitoring system that will enable: a) tracking participants through the progression of services being provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals and d) reporting data on client characteristics, use of services and expenditures to the funding agency.

Job Descriptions/ Resume:

A job description and a resume are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (executive director, program director, case manager,)

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients.

2013 – 2014 ESG WINTER OVERFLOW BUDGET

Sample Budget

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Total	Total
Operating Costs	Request	Match	Request	Match	Request	Match	Request	Match
1. Maintenance/Repair-Maintenance Engineer								
(salary, % time, fringe benefits)	\$13,800						\$13,800	
Quantity: \$40,000/annually x .20 x 1.15 fringe								
benefits x 2 years = \$18,400								
2. Transportation/Mileage		\$12,600						\$12,600
22,909 miles @ 0.55								
3. Utilities								
Quantity: electric = \$950/month; gas = \$800/	\$24,000						\$24,000	
month; water = \$2750/3 months								
Sub-Total	\$37,800	\$12,600					\$37,800	\$12,600
Program Total	\$50,400		\$0		\$0		\$50,400	

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Total	Total
Supportive Services Costs	Request	Match	Request	Match	Request	Match	Request	Match
1. Education & Instruction-job training								
Quantity: 20 slots per year	\$40,000		\$40,000		\$40,000		\$120,000	
2. Transportation								
Quantity: 1 Fifteen Passenger Van @ \$37,500								
SS Van Driver .5 FTE @ \$20,000/annual x 3	\$46,000		\$16,000		\$16,000		\$78,000	
years = \$60,000								
3. Case Manager								
Salary & Benefits @ \$21,500		\$21,500		\$21,500		\$21,500		\$64,500
Sub-Total	\$86,000	\$21,500	\$56,000	\$21,500	\$56,000	\$21,500	\$198,000	\$64,500
Program Total	\$107,500		\$77,500		\$77,500		\$262,500	

This section contains information specifically for
ESG funding

ESG
Emergency Solutions Grant

This year, ESG funds are available to provide services as defined with the Emergency Solutions Grant Program, under 24 CFR Part 576 Sub-Part B § 576.100 for the General provision and expenditures limits. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS. The five program components and the eligible activities that may be funded under each are set forth in § 576.102.

EMERGENCY SHELTER (576.102), as referenced, includes any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

1. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant;
2. The costs of child care for program participants;
3. The costs of improving knowledge and basic educational skills;
4. The costs of employment assistance and job training programs;
5. The costs for the direct outpatient treatment of medical conditions, provided by licensed medical professionals;
6. The hourly fees for legal services, as limited to the subject matters of child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants;
7. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness;
8. The costs of direct outpatient treatment by licensed professionals of mental health conditions, to the extent that other appropriate mental health services are unavailable or inaccessible within the community;
9. The cost of substance abuse treatment services provided by licensed or certified professionals, to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community; and
10. The transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities.

MATCH REQUIREMENTS are required through supplemental funds (cash, volunteer time, in-kind service or donations) from sources other than this Emergency Solutions Grant (ESG) in an amount that equals the amount of ESG funds provided by HUD.