



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

2015
EMERGENCY
SOLUTIONS GRANT (ESG)
PREVENTION FUNDING

REQUEST FOR PROPOSALS
(RFP)



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2015 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:

2015 Emergency Solutions Grant (ESG) – Prevention funding

Beginning September 22, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<https://www.stlouis-mo.gov/homeless-services/>

All questions should be submitted via email on or before October 12, 2016 should be referred to:

Eddie Roth
Director of Human Services
rothe@stlouis-mo.gov

Proposals must be returned to the above address by 5:00 p.m. October 25, 2016. All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time or incomplete proposals may be rejected. 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 agencies.

BACKGROUND

FUNDING SOURCE

The Emergency Solutions Grants program, formerly the Emergency Shelter Grants Program, is a competitive grant that awards funds to provide the services necessary to help persons that are at-risk of homelessness or homeless in the City of St. Louis quickly regain stability in permanent housing. The ESG program is funded by the U.S. Department of Housing and Urban Development (HUD) and is administered by the City of St. Louis Department of Human Services.

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS).

APPLICATION REQUIREMENTS

Prevention services is a critical component of coordinated entry and remains to be a gap in our current service delivery system. The City of St. Louis is re-opening applications for homelessness prevention and is **awarding up to \$105,000** in 2015 ESG funding for agencies who are able to lead and coordinate prevention services in accordance with the coordinated entry plan laid out by the St. Louis City Continuum of Care. The contract term for these prevention services through 2015 ESG and any funds awarded hereunder must be expended on or **before August 15, 2017**.

Eligible program components include the following: Housing relocation and stabilization services and/or short and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2. Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

EVALUATION CRITERIA

In addition to the eligibility and priority criteria established by law, proposals submitted in response to this RFP may be evaluated under the following criteria:

- Preference will be given to applicants who can demonstrate their ability to provide efficient and timely delivery of eligible prevention assistance in the form short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and

placement – all in keeping with the coordinated entry plan laid out by the St. Louis City Continuum of Care.

- Preference may be given to applicants that are active members of the St. Louis City CoC (attended at least 4 CoC meetings within the previous 12 months).
- Applicant is a non-profit organization in good standing.
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- 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 CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The extent to which applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the DHS.
- The applicant's plans to involve and empower homeless populations to participate in decision-making and project operations.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet statutory, regulatory and ordinance requirements.
- M/WBE and/or DBE participation.

ABOUT CITY OF ST. LOUIS HOMELESS SERVICES DIVISION

As administrator of federal, state and local funds, the City of St. Louis Homeless Services Division (HSD) provides a comprehensive approach in responding to the diverse needs of people experiencing homelessness or displacement in the City of St. Louis.

The City of St. Louis HSD is the collaborative applicant for the St. Louis City Continuum of Care (CoC), as well as, the administrator of Emergency Solution Grant (ESG) and Domestic Violence Shelter Funding (RSMo 455.210 - 455.230). HSD performs several important functions to coordinate homeless services in the CoC that include the following:

- Development, coordination, and monitoring of new and existing service programs to meet the needs of the homeless and/or at-risk population.
- Negotiation of contracts with social service agencies to deliver these services ensuring through monitoring, that these services are not duplicated and that funds are efficiently and effectively utilized.
- Coordination and direction of the CoC, a consortium of health and human service professionals, advocates, government officials, representatives from nonprofit agencies, and homeless clients from the metropolitan area.

Through these activities, the Homeless Services Division works to ensure an efficient mechanism for funding the most efficient and effective programs, reducing duplication of services and increasing innovative program design.

**City of St. Louis
2015 REQUEST FOR PROPOSALS (RFP)
APPLICATION**

Name of Applicant:

Name of Program:

Mailing Address:

Phone:

Fax:

E-mail:

Contact Person & Title:

Amount Requested from ESG funding : \$

Requested amount reflects ____% of the program/project budget \$ _____

Requested amount reflects ____% of the total agency's budget \$ _____

Amount of funds that will serve as match for this project \$ _____

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals submitted to HSD must include the following items:

<p><u>Project Proposal</u> not to exceed 6 pages:</p> <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Summary of Service• Participant Tracking & Reporting	<p>Required attachment, not included in page limit:</p> <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 Project/Program Budget
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Narrative:

The narrative should provide an overview of the proposed project/program. It should provide sufficient information to understand the scope of the project, the clients to be served and the cost of the proposed activities. Please provide specific information of the residential services/facilities that your organization provides.

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:

The plan should include services that will support the successful completion of the proposed prevention project, as well as a timeline for service delivery that ensures services are delivered and funding sought is expended by August 15, 2017.

Participant Tracking and Reporting:

ESG subrecipients are required to utilize ServicePoint, the selected Homeless Management Information System of the St. Louis City CoC and at a minimum, track the following 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 total number served and 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. This may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services.