



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

**2015 & 2016**

**REQUEST FOR PROPOSALS  
(RFP)  
Emergency Solutions Grant (ESG)**



CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
HOMELESS SERVICES DIVISION  
2015&16 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), including Emergency Shelter (Winter Overflow), 2016 Emergency Solutions Grant (ESG), all with potential funding support from the City of St. Louis Affordable Housing Trust Fund.

**Applications will be accepted for all ESG funding categories.**

Current ESG sub-recipients seeking renewal funding are required to complete an application 2016 ESG funding.

Beginning October 8, 2015, 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>

A question-and-answer session regarding this RFP will be held on Thursday, October 15, 2015 at 10:00 a.m. at the Department of Human Services, 1520 Market Street, Suite 4062.

A special question-and-answer session for potential applicants for Emergency Winter Shelter, operations and facilities, will be held Monday, October 19, 2015 at 10 a.m. at the Department of Human Services, 1520 Market Street, Suite 4062.

All written questions should be submitted on or before October 30, 2015 and should be referred to:

Eddie Roth  
Director of Human Services  
[rothe@stlouis-mo.gov](mailto:rothe@stlouis-mo.gov)

Proposals must be returned to the above address by 4:00 p.m., Monday, November 9, 2015. All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time may not be accepted. 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**

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.

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.

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.

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:

2015-2016 Emergency Solutions Grant (ESG) – including Emergency Shelter (Winter Overflow), all with potential funding support from the City of St. Louis Affordable Housing Trust Fund.

**Applications will be accepted for funding in all ESG funding categories.**

**All current ESG sub-recipients seeking renewal funding are required to complete an application for 2016 ESG funding.**

**Special Note to All Applicants for HMIS, Hotline Outreach  
and Emergency Shelter, including Day Shelter and Winter Overflow Shelter**

On a trial basis for all agencies seeking to apply for funding for HMIS, Hotline Outreach and emergency shelter management, including day shelter and winter overflow shelter, and who need assistance in meeting the ESG match requirement, DHS is attempting to coordinate funding under ESG with the funding under Affordable Housing Trust Fund – to fund projects in ways that maximize the impact existing funding for needed emergency shelter under both programs while reducing the burden of match funding.

All agencies seeking funding for emergency shelter management, including day shelter and winter overflow shelter, are requested to **submit their application and full funding request and budget both to DHS in response to this RFP and to the Affordable Housing Commission pursuant to its Notice of Funding Availability (NOFA) making clear the funding has been sought from both sources for the same program**. An effort then may be made to coordinate funding and allocate a share of the final funding award between ESG and Affordable Housing Trust Fund to reduce the agency burdens of ESG match requirements.

You may obtain details about the Affordable Housing Commission as well as a copy of its Notice of Funding Availability at:

<https://www.stlouis-mo.gov/government/departments/affordable-housing/documents/fall-2015-notice-of-funding-available.cfm>

The deadline for submission for funding from the Affordable Housing Trust Fund is 4:00 p.m., Friday, November 6, 2015. For additional information, please call the Affordable Housing Commission at 314-657-3880.

**ALL DOCUMENTS MUST BE INCLUDED TO BE ASSURED CONSIDERATION FOR FUNDING**

**All proposals will be evaluated and funded based on the following:**

- The extent to which the proposed project fills a gap in the community's Continuum of Care and addresses the issue of coordinated entry, intake, assessment, HMIS data collection, record keeping and case management
- The applicant's ability to supplement/match the proposal with funding other than Continuum of Care, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs
- 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 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 new project or a renewal project for ESG funding
- Past performance of programs and agencies previously funded by the Department of Human Services

**City of St. Louis**  
**2016-16 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. SELECT ONLY ONE CATEGORY TO APPLY FOR FUNDING.** An agency may request funds from multiple funding sources and from multiple categories; however the agency **MUST** complete a separate application for each category. To select a category, double click on the box, under the default value, select "checked".

Is the request for  new funding or  renewal funding

**2015-2016 Emergency Solutions Grant (ESG): Winter Overflow**

Emergency Shelter (management or facilities)

**2015-16 Emergency Solutions Grant (ESG):**

Hotline services

Street Outreach

Emergency Shelter

Rapid Rehousing

Prevention

Data Collection /Homeless Management Information Systems

**7. Target Population:**

Single Men

Women w/ children

Veterans

Youth

Single Women

Battered Spouse

Physically Disabled

Drug Dependent

Families

Alcohol Dependent

Elderly

Developmentally

Teenage Mothers

Chronically Mentally Ill

Persons with HIV/AIDS

Disabled

Other

**8. Housing:**

Barracks

Scattered Site

Single Room Occupancy

Group/Large

Apartments

Detached House

On-site Apartments

Other

House

**9.** 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:**

<p><b><u>Project Proposal</u></b> not to exceed 6 pages:</p> <ul style="list-style-type: none"><li>• Narrative</li><li>• Client Population</li><li>• Organizational Capacity and Experience</li><li>• Service Plan</li><li>• Participant Tracking &amp; Reporting</li></ul>	<p><b>Required attachment, not included in page limit:</b></p> <ul style="list-style-type: none"><li>• Evidence of 501 (c) 3 status</li><li>• Organizational Chart</li><li>• Current List of the Board of Directors</li><li>• Federal Form 990</li><li>• Job Descriptions</li><li>• Detailed Budget</li><li>• Letter of support from the Alderman/woman (if available)</li></ul>
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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. All are 1-year budgets.

**Special Items to include applications for Hotline Service funding:**

**Applicants for hotline services also should include:**

- Number of calls the program expects to handle
- Description of Coordination with and between other agencies and jurisdictions, if any, for whom applicant is providing such hotline services, including any economies that could be achieved
- Hours of Operation/Days of Operation
- Location of the call center
- Database used to track calls
- Average answer time for calls
- Number of staff assigned to the hotline
- Personnel requirements

**Special Note for Applicants for Winter Overflow Shelter**

Applicants seeking funding for Winter Overflow Shelter operations should organize their proposal and staffing on the assumption that they will be providing emergency cold weather shelter for up to 125 persons seeking shelter when weather conditions indicate, between 30 and 55 nights between December 1, 2015 and March 31, 2016, coordinating openings with DHS and the St. Louis Winter Outreach volunteer program.

Shelter should be organized to open by 6 p.m. and to close by 7 a.m. the following morning.

DHS will provide cots and laundry services. DHS also will identify the facility where shelter may be provided and will provide funding in the successful applicant's budget for the facility. Applicants should include in their budgets \$15,000 for facility cleaning and for protection against infestation.

Applicants should budget for an evening snack either for reimbursement or as match.

Applications also will be accepted to provide suitable facilities for overflow shelter, and should include a per diem rate for use of the facility and any other facility-related costs for which reimbursement is sought.

# ESG

## Emergency Solutions Grant

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 § 576.101 through § 576.107.

**STREET OUTREACH (576.101)**, as referenced, includes providing essential services necessary to reach out to unsheltered homeless people; connecting them with emergency shelter, housing, or critical services; and providing urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**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.

**HOMELESS PREVENTION (576.103)**, as referenced, includes activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

- 1 Short-term and/or medium-term rental assistance and utility cost for families that have received eviction or utility termination notices;
- 2 Security deposits or last month's rent to permit a homeless family to move into its own apartment;

- 3 Mediation programs for landlord-tenant disputes;
- 4 Legal services programs for the representation of indigent tenants in eviction proceedings;
- 5 Payments to prevent foreclosure on a home; and
- 6 Other innovative programs and activities designed to prevent the incidence of homelessness.

**RAPID RE-HOUSING (576.104)**, as referenced, includes the provision of housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

**DATA COLLECTION/ HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) (576.107)**, as referenced, includes the information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

**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.