

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



1. Name of Applicant: Arch City Defenders
2. Name of Program: Coordinated Entry & Assessment Services
3. Program Address: 1040 S. Taylor St-Louis, MO
4. Phone: 855.724.2489 Fax: \_\_\_\_\_ E-mail: tharvey@archcitydefenders.org
5. Contact Person & Title: Thomas Harvey Executive Director

6. **SELECT ONLY ONE CATEGORY.** An agency may request funds from multiple funding sources and from multiple categories. The agency **MUST** complete a separate application for each category. To select a category, double click on the box and under the default value select "checked".

**2015 Continuum of Care (CoC): NEW PROJECTS ONLY** (priority given to projects with the target population of women previously served by the Shalom House)

Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families, and unaccompanied youth

Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

Homeless Management Information Systems (HMIS) Lead (successor to HESG funded HMIS Lead), including system, administration, management, and coordination

Supportive Services Only (SSO) for Coordinated Front Door to homeless services

**7. Target Population:**

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

**8. Housing:**

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

9. Requested amount reflects: 36% of the program/project budget of \$ 406,000
- Requested amount reflects: 40% of the total agency's budget of \$ 625,000
- Is this program/project currently in existence?  Yes How many years? \_\_\_\_\_  No
- Annual amount of funds received from other City Department/Agencies? \$ \_\_\_\_\_



THE PEOPLE'S REPUBLIC OF CHINA  
MINISTRY OF FOREIGN AFFAIRS

Beijing, P.R. China

Dear Sirs,  
Reference is made to your letter of August 15, 2007, regarding the above-mentioned matter.

We have noted the information provided and are currently reviewing the matter.

Very truly yours,  
[Signature]

[Name]

Enclosed for your information are two copies of the relevant documents.

We appreciate your cooperation and understanding.

Sincerely,  
[Signature]

[Name]

Yours faithfully,  
[Signature]

[Name]

## **Narrative**

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### **Overview**

ArchCity Defenders (ACD) proposes to provide coordinated entry services, acting as the Front Door for women facing homelessness in the region. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources. The goal is to have the Front Door reflect the priorities of the Continuum of Care and to help people find ways to stay housed or obtain housing as quickly as possible. In general, the Front Door will:

- Screen for diversion or prevention
- Assess shelter and other emergency needs
- Identify housing resources and barriers
- Evaluate vulnerability to prioritize for assistance
- Screen for program eligibility
- Facilitate connections to mainstream resources

ACD is requesting \$250,000 in Supportive Services funding for the Coordinated Front Door Process. These funds will directly support the salaries of the staff persons (assessors/divertors, housing specialists, case managers, and a program director) who ensure that the supportive services outlined in this proposal are delivered in such a way that each individual client receives a holistic treatment plan per her specific needs and goals. Funds are also requested to provide clients with paid access to public transit through tickets or bus passes (based on their individual needs and skill sets), so they have the resources to actively pursue their goals. More details about the budget are included in the attached budget.

### **Client Population**

The targeted population will be homeless women in the St. Louis region. The City of St. Louis' homeless population was estimated to be 1328 during the last Point in Time count, 44% of whom were women. That translates to 584 women experiencing homelessness during our City's last assessment. Not only are these individuals psychologically, physically, and socially vulnerable, but they are more likely to encounter legal problems than other population groups, simply because they lack the financial independence to maintain a stable living situation.

## Organizational Capacity and Experience

### **History of Assessing Needs and Providing Services**

ACD is a current provider with the City's Homeless Services Division and serves the homeless, chronically homeless, and imminently homeless. ACD's relationship with Homeless Services began in 2011, working to remove the legal barriers the residents of the riverfront encampments. Under that small contract, ACD provided legal services to 22 individuals. Since that contract expired, ACD attorneys have become more efficient and experienced, and the number of similarly situated clients has increased accordingly. In the past twenty months, ACD has helped 445 different clients exit or avoid homelessness, sixty-five of whom had cases involving minor dependents.

### **Outcomes**

In 2011, ACD first conducted confidential legal consultations with encampment residents to identify outstanding legal issues. ACD provided all clients criminal background checks, and advised those in need of avenues to expunge their criminal records. ACD assisted one client in properly registering on the state's sex-offender registry, thus avoiding a future felony charge for failing to do so. Another client with an abusive spouse was assisted in obtaining a divorce. Additionally, ACD obtained positive outcomes in thirty municipal cases, including numerous arrest warrant recalls. That contract was renewed for 2012. Under the renewal, ACD successfully completed all legal work for the encampment clients, and has continued to provide legal representation to the homeless and imminently homeless in St. Louis, having served over 50 people.

In 2013, we became part of the Homeless Services Division's Project BEACH (Beginning of End: Abolishing Chronic Homelessness) and receive increased funding for providing services to the homeless and those at risk of homelessness. Under that project and with increased funding, we were able to dramatically expand our capacity and services. Our most recent Quarterly Report under that contract reflects that over 445 unique clients who were homeless or at risk of homelessness that have been assisted in 2013-2014. Of that amount, 65 had been households with minor dependents.

### **Other Working Relationships**

In addition to our work with the Homeless Services Division and the 50 member agencies of the City of St. Louis' Continuum of Care, ACD is a provider organization for the Saint Louis Area Agency on Aging (SLAAA), St. Louis County's Continuum of Care (reallocation contract) and the Missouri Housing Development Commission. We also have individual contracts to provide services to clients of MERS/Goodwill, St. Patrick Center's VETS program, the Maternal Child Family Health Coalition, and work with 10 other nonprofits through a partnership developed by

the Lutheran Foundation of Missouri. Since we opened our doors, we have provided legal services to the clients of numerous social service organizations in the St. Louis region which include, St. Vincent DePaul, Places for People, and Preferred Family Healthcare, among others.

A statistical breakdown of our past and current clients represented under these numerous partnerships is as follows:

- 18% of clients assisted were **veterans**
- 69% of clients assisted were homeless or imminently homeless
- 38% of clients assisted were receiving Mental Health Assistance/Treatment
- 22% of clients assisted were receiving **Substance Abuse Treatment**
- 35% of clients assisted were receiving **Employment Training/Placement**
- 92% of clients assisted were at below the federal poverty threshold
- 24% of clients with **dependents**

ACD anticipates that because of our close working relationship with these other CoC member organizations, we will ensure that any non-legal needs of our clients will be identified and addressed through inter-organization referrals and coordination of care.

#### Service Plan

ACD will use the assessment tool agreed upon by the COC to determine the best program match for each homeless family coming to the front door. The goal of the assessment is to gather enough information to determine which intervention and program are the best fit.

ACD will welcome and engage homeless women and develop relationships with them. Mobile teams trained in ACT principles will be attached to the Centers, conducting street-level outreach and screening.

At our Front Door facility, homeless women will have access to health screening, transportation, case management, and an array of other services. Staff persons will be on hand to assist with application for benefit programs, and classes will be offered in topics such as budgeting and landlord relations. Although the partnership is not finalized, ACD is seeking partners to offer short-term beds will be available for up to 30 days in the facility where Shalom House was previously housed.

Perhaps most importantly, ACD expects that COC member organizations, as part of their commitment to coordinated entry, will collaborate to provide updated information about the availability of housing and any and all services and resources available to either prevent homelessness or mitigate it.

#### Prevention/Diversion

Everyone coming in the Front Door will be assessed immediately to determine if they are eligible for prevention or diversion assistance. Prevention resources can help those families that

are not yet homeless, while diversion resources can be used to assist those seeking shelter to find or maintain housing options outside of the traditional shelter system. Those families eligible for prevention and diversion may need access to financial assistance for rental and utility payments, rental arrears, etc. They may also need access to a case manager to help with conflict resolution or housing stabilization.

ACD plans to seek ESG funding to provide access to payment assistance for rental arrears, rent and security deposit, and utility arrears to help divert or prevent homelessness as part of this program.

#### Referral to Shelter or Short Term Beds

Those that do not qualify for prevention and diversion assistance may need to be referred to emergency shelter until they can be rapidly re-housed or enrolled in another more appropriate program.

ACD is exploring the possibility of offering short-term beds instead of emergency shelter at Shalom House's previous facility. While no agreement is in place at this time, ACD believes it would be preferable to offer short-term beds to women while awaiting the transition to rapid rehousing or permanent supportive housing.

In the event emergency shelter is employed, ACD will develop MOUs with shelters that reflect the COC's values including the following:

- Work to minimize the amount of time families need to spend there by beginning the development of a permanent housing plan as soon as possible;
- Have services focused on providing permanent housing as quickly as possible; and link individuals to community-based supports.
- Operate on the understanding that shelter beds should be viewed as a resource to be used only when absolutely necessary.

#### Assessment for Rapid Re-Housing Eligibility

Once in shelter or short-term beds, women shall receive a comprehensive rapid re-housing assessment within the first week. This more comprehensive assessment or triage tool should be used to determine what barriers this particular household may have to entering and retaining permanent housing and how serious these barriers are. Effective rapid re-housing requires case management and financial assistance, as well as housing search and location services.

#### Assessment and Referral to More Intensive Interventions

The small percentage of consumers unable to be served by prevention, diversion, or rapid re-housing programs will most likely need more intensive housing and service interventions, such as substance abuse treatment, transitional housing, or permanent supportive housing. Domestic violence survivors who are not eligible or appropriate for prevention and rapid re-housing services may also fall into this category, and might best be served by a referral to a domestic violence shelter.

### Follow up Care

Much of the most intensive work will come after placement into housing. ACD plans to have case managers continue their work in partnership with local faith communities, drawing from the large network of Shalom House volunteers, to assist clients to furnish homes, search for employment set and keep budgets, build assets, and seek long term stability. ACD will also seek relationships with landlords to establish an early detection system, seek to establish a database tracking utility shutoffs in partnership with the City of St. Louis, and generally seek to establish protocols to prevent women from falling back into homelessness.

### **Participant Tracking and Reporting**

Through the use of the assessment tool decided on by the COC, in-take forms, initial treatment plans, progress notes, quarterly treatment plan updates, medical records, employment records, exit forms, and HMIS, ACD shall puts together program reports to closely monitor client progress, identify service gaps and identify new trends. Through this close program evaluation, ACD will implement program improvements, identify additional partnerships to help service gaps, and in some cases, implement new on-site programs to address service needs.

Clients of CEAS are charged to work with program staff in the creation her of action plan. As a part of the planning and monitoring process, ACD collaborates with client and all of her outside service providers (i.e., housing, mental health professionals, substance abuse treatment facilities, job training programs, etc.) to ensure that the client has a well-rounded plan that includes all of her support systems. ACD requests client plans from providers to participate. Through this process, the staff is better able to coordinate care for each client and provide the client with a support that holds the client accountable for progress.

ACD shall participates in the HUD and City of St. Louis HMIS (ROSIE) system; and tracks client data in the system. As required in the Annual Progress Report (APR), partner housing organizations confirm all HUD data points are accurately entered and reporting in ROSIE correctly.

Agency:

ArchCity Defenders

**COC Budget**

	Year 1 Request	Year 1 Match					Total Grant Request	Total Match
<b>COC Funding</b>							\$ 250,000.00	\$ 50,000.00
<b>Supportive Services</b>								
Program Director 1 FTE \$40,000 Salary plus \$3000 benefits	\$ 43,000.00							
Case Manager 1 FTE \$27000 Salary plus \$3000 benefits	\$ 30,000.00							
Case Manager 1 FTE \$27000 Salary plus \$3000 benefits	\$ 30,000.00							
Housing Specialist 1 FTE \$27000 Salary plus \$3000 benefits	\$ 30,000.00							
Assessment Specialists 1 FTE \$27,000 Salary plus \$3000 benefits	\$ 30,000.00							
Assessment Specialists 1 FTE \$27,000 Salary plus \$3000 benefits	\$ 30,000.00							
Outreach Specialist 1 FTE \$35,000 Salary plus \$3000 benefits	\$ 38,000.00							
Transportation costs for outreach clients (vehicle rental, bus pass, etc)	\$ 19,000.00							
<b>Match</b>								
\$50,000 in cash or in-kind services from donations or volunteer attorneys		\$ 50,000.00						
<b>Total</b>	\$ 250,000.00							
<b>OPERATING COSTS</b>								
<b>ADMINISTRATION</b>								
.5 FTE Grant administrator \$15,000	\$15,000							
<b>Total Costs</b>	\$ 250,000.00	\$					\$ 250,000.00	\$ 50,000.00

Executive Director/CEO/Administrator \_\_\_\_\_ Date \_\_\_\_\_

Homeless Services Division Manager \_\_\_\_\_ Date \_\_\_\_\_