



**CITY OF ST. LOUIS**

**DEPARTMENT OF HUMAN SERVICES**

**HOMELESS SERVICES DIVISION**

# **AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)**

## **ROUND 2 – MULTIPLE CATEGORIES**

### **REQUEST FOR PROPOSALS (RFP)**

Release Date: May 6, 2022  
Due Date: June 1, 2022, 4:00 pm

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**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services (DHS) issues this Request for Proposals (RFP) for the following source of funds: **American Rescue Plan Act of 2021 (ARPA) – Round 2 Multiple Categories**

Beginning May 6, 2022, RFP packets will be available for pick-up at the Department of Human Services, Homeless Services Division, or via the City's website: <https://www.stlouis-mo.gov/government/procurement/>

**Informational Bidder's Conference**

**May 16, 2022, 10:30am**

Those that want to participate in the Zoom Webinar can email Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov) by **May 13, 2022** to be added to the Calendar Invite with Webinar link or attend the meeting via this Zoom Access:

Join Zoom Meeting

<https://us02web.zoom.us/j/89759682303?pwd=YjJYcUliMGxYbGhTbWFSb096SihLZz09>

Meeting ID: 897 5968 2303

Passcode: 618545

One tap mobile

+13126266799,,89759682303#,,,,\*618545# US (Chicago)

**Questions Regarding the RFP:**

- Must reference the RFP page number and section to which it applies.
- DHS will record questions and provide written responses posted on the City's website.
- DHS will maintain a list of entities that requested the RFP and provide question responses to them.
- No contact with any other selection committee member is permitted.
- Must be submitted in writing on or before May 25, 2022 to the following:

**Amy Bickford, Chief Program Manager  
Department of Human Services - Homeless Services Division  
1520 Market Street, Room 4065, St. Louis, MO 63103  
[bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov)**

**To be considered by the Selection Committee proposals must be received by 4:00 p.m. June 1, 2022.** All applicants must provide five (5) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a colored cover page. **In addition to the submission of paper copies, please email an electronic version of the proposal, as one complete attachment to Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov).** Incomplete proposals or those received after the due date and time may be rejected. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis.

## **FUNDS AVAILABLE**

The purpose of this RFP is to appropriate \$3,370,757 of ARPA funding to be allocated towards housing stability and the needs of temporary housing, permanent housing and the City’s Mobile Shower Program.

- Grant Term of One (1) year, which will be start between July -September 2022.
- There is no match requirement.
- Administrative funds are allowed at 10% of the request.

ARPA Categories Available for Funding		Amount Available
1	Safe Haven	\$1,386,370
2	Rapid Rehousing	\$1,319,417
3	Supplemental Support for Permanent Supportive Housing	\$288,916
4	Mobile Shower Street Outreach Program	\$276,054
5	Bridge Housing	\$100,000
	<b>Total</b>	<b>\$3,370,757</b>

## **ESTIMATED TIMELINE OF EVENTS**

Date	Activity/Time
5/6/2022	Release of Request for Proposals
5/9/2022, 2:00pm	Professional Assistance Session hosted by Simply Strategy  Register in advance for this meeting: <a href="https://us02web.zoom.us/meeting/register/tZwoc-msrj0oG9LQ3XkRXoBHyx1zaEcmxTrM">https://us02web.zoom.us/meeting/register/tZwoc-msrj0oG9LQ3XkRXoBHyx1zaEcmxTrM</a>  After registering, you will receive a confirmation email containing information about joining the meeting.
5/12/2022 – 5/27/2022	Respondents may sign up for 1-on-1 Office Hour Assistance from Simply Strategy. Contact Reggi Rideout, <a href="mailto:rrideout@simplystrategy.net">rrideout@simplystrategy.net</a> .
By 5/13/22	Request Zoom link to Bidder’s Conference from <a href="mailto:bickforda@stlouis-mo.gov">bickforda@stlouis-mo.gov</a> .
5/16/2022, 10:30am	Informational Bidder’s Conference hosted by DHS.  No registration required. Join Zoom Meeting <a href="https://us02web.zoom.us/j/89759682303?pwd=YjJYcUliMGxYbGhTbWFSb096SlhLZz09">https://us02web.zoom.us/j/89759682303?pwd=YjJYcUliMGxYbGhTbWFSb096SlhLZz09</a>
5/25/2022	Final day to submit questions regarding the RFP to <a href="mailto:bickforda@stlouis-mo.gov">bickforda@stlouis-mo.gov</a> .
6/1/2022, 4:00pm	Due date of Application.
6/2/2022 – 6/10/2022	Evaluators review and score Proposals.
6/13/2022 – 6/15/2022	Selection Committee Meeting where final vote on selection occurs with the Professional Services Agreement (PSA) Members.
By 5:00 pm, 6/17/22	Homeless Services will start the Notification of Award process.

## **PROPOSAL ASSISTANCE AVAILABLE FROM SIMPLY STRATEGY**

All entities who are interested in submitting a proposal in response to this RFP may engage with Simply Strategy for assistance with their proposal. Simply Strategy is a health consulting and research firm located in St. Louis with experience in both grant writing and program evaluation. All consultations with Simply Strategy are free to the entity submitting the proposal. Their services are funded by Missouri Foundation for Health. They can provide support on creating a responsive project narrative and/or budget for this funding opportunity. The City of St. Louis's partnership with Simply Strategy is designed to facilitate support for a wide range of providers to respond to this RFP. To connect with Simply Strategy, entities are welcome to attend the informational sessions listed in the schedule above and may set up individual consultations through direct correspondence with Simply Strategy. To schedule a consultation or attend an informational session, please email Reggi Rideout at [rrideout@simplystrategy.net](mailto:rrideout@simplystrategy.net).

## **METHOD OF COMPENSATION**

The method of compensation for ARPA contracts is via monthly reimbursement for prior month's incurred expenses. All expenditures will need to be well documented and conform to all ARPA guidelines.

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract and grant must align with Federal and City requirements. This will include instruction, both verbal and written, on the Homeless Services requirements for complete, accurate and timely billing packet submissions, so reimbursements can be provided as quickly as possible. The City issues check payments to subrecipients once the complete, accurate and timely billing packet is fully processed through several City Departments. Selected subrecipients will have to incur expenses prior to receiving funds for such expenses and be able to cover up to three months expenses of the project at the start of the contract.

## **REQUIRED QUALIFICATIONS**

- The Respondent shall have experience providing services in the area of community outreach to unhoused individuals, case management support, and/or housing support.
- The Respondent shall have experience working in partnership and maintaining fundamental relationships with other nonprofits, resident leaders, faith leaders, youth, justice partners, local commands, city agencies and/or neighborhood-based community institutions to meet clients' service needs.
- The Respondent shall have the ability to quickly assume operation of this program and easily incorporate this program into the organization. Programs should anticipate beginning operations no later than two months from the signing of the contract.
- The Respondent shall have a history of work centering equity for Black and Brown communities.
- If the Respondent is providing services at a single physical location, that location must be accessible by public transportation for the population to be served.
- Respondents should demonstrate close links to behavioral health, mental health, and other social services for participant referral services.
- Selected Respondents are strongly encouraged to be a Continuum of Care member to be part of a cross-sector network that will work with funded partners and city agencies.

## **ELIGIBLE ARPA COMPONENTS**

### **Safe Haven**

A Safe Haven, as defined by the Department of Housing and Urban Development (HUD) in the Supportive Housing Program, is a form of supportive services and housing that serves hard-to-reach homeless persons with severe mental illness who come primarily from the streets and have been unable or unwilling to

participate in housing, shelter or supportive services. Safe Havens help people find their way to safety, security and to meet their basic human needs.

At a Safe Haven people can obtain food, services, friendly and welcoming environments, and assistance with getting out of the elements for as little time as needed or desired. The Safe Haven will double as a place for warming and cooling in inclement weather and may provide some limited overnight shelter during winter, summer or other emergent situations or hazards.

The selected respondent is expected to provide a detailed plan to operate and manage the site that includes:

- Must be located in a structure, or structures, or clearly identifiable portion of a structure, which also meets City building and code requirements.
- Must allow 24-hour access and residence for an unspecified duration for unhoused persons in need.
- Must have some private or semi-private accommodations.
- Must limit overnight occupancy to no more than 25 persons
- Must prohibit the use of illegal drugs in the facility.
- Provides access to services in a low barrier facility but cannot require participation.
- Includes drop-in services and coordinates with outreach activities.
- Serves these populations: literally homeless as defined by Category 1 of HUD’s homeless definition (see below chart), those who have severe and persistent mental illness, those with a substance use disorder, those experiencing chronic homelessness and those fleeing a violent situation.
- Must utilize HMIS for program enrollment and data collection.
- Must use the Get Help application to provide count of available bed access.
- Has policies which demonstrate a low barrier approach in a highly supportive environment where individuals can rest, feel safe and are subject to few demands.
- Has written plans for safety, security, crisis intervention and management.
- Staff are skilled at engagement and relationship building while promoting movement towards permanent housing planning.
- Demonstrates collaboration with mental health providers or community-based mental health services.
- Demonstrates how staff will coordinate with hospitals and healthcare systems.

Rapid Re-Housing

Housing relocation and stabilization services with rental assistance and supportive services, including case management, for households experiencing unstable housing or homelessness. For Round 2 ARPA Funded Rapid Rehousing (RRH) programs, program participants must meet Categories 1 or 4 of Homelessness as designated by HUD as follows:

Category 1	Literally Homeless	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements; or</li> <li>• Is exiting an institution where they’ve resided for 90 days or less and who resided in one of the two locations listed above prior to entry to the institution.</li> </ul>
Category 4	Fleeing/ Attempting to Flee Domestic Violence (DV)	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing or is attempting to flee DV, Dating Violence, Sexual Assault, Stalking, and Human Trafficking;</li> <li>• Has no other residence; and</li> <li>• Lacks the resources or support networks to obtain other permanent housing</li> </ul>

The following elements must be a part of any proposed RRH program put forth:

- Referrals must come from the Coordinated Entry system.
- Program must comply with Coordinated Entry Policies and Procedures which include regular attendance at the Weekly Housing and Match Meetings (WHAMM).
- Program must have policies which include intake, ongoing household assessment, case management requirements, housing navigation, services connection and participant requirements in the process of obtaining permanent housing.
- The main service provision of the program must include case management, and assistance in housing navigation and connecting household to services.
- There will be no defined length of time for available assistance. Rapid rehousing funds are meant to support a household in gaining permanent housing stability and can include financial assistance of up to 24 months. Because of this no program participant should be told they only get a certain amount of assistance, but instead should be told that the assistance provided will be evaluated ongoing.
- When program participants exhibit the need for a different level of support than the subrecipient can provide, staff must use WHAMM as a tool case conferencing and utilize the Coordinated Entry System's Project to Project Transfer process to obtain additional support when needed.
- Engages in housing focused case management.

Eligible costs include financial assistance and housing focused services, as outlined here:

- *Rental Assistance:* Monthly rental assistance, as needed and determined by assessment and which is assessed monthly through case management.
- *Rental Application Fees.*
- *Security Deposits.*  
*Utility Deposits and Utility payments.* Eligible utilities are gas, electric, water, and sewage.
- *Moving Costs.* Costs include truck rental or hiring a moving company and may also include payment of temporary storage fees for up to 3 months, provided the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Temporary storage fees which are in arrears are not eligible.
- *Household Items/Furniture:* These items can be covered in ARPA RRH projects when costs are deemed reasonable, and the applicant should state at what amount will the cap be in their project per household. Applicants should consider utilizing the services of Home Sweet Home for this line item, if offered.
- *Housing Search and Placement:* Services and activities to assist program participants in locating, obtaining housing. Includes assessment of housing barriers, needs and preferences, development of an action plan, housing search, outreach to and negotiation with owners, assistance with submitting rental applications and understanding leases, assessment of housing for compliance with inspection requirements for habitability standards and lead-based paint, rent reasonableness, assistance with obtaining utilities and making moving arrangements, and tenant counseling.
- *Case Management:* Services and activities for the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 24 months during the period the program participant is living in permanent housing.
- *Credit Repair:* Credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems.
- *Securing Proper Identification Documents:* for ARPA, funds may be used to help clients secure any needed personal documents, such as Birth Certificates, Social Security Cards, and Driver's Licenses/State ID Cards.

- *Job/Employment Services programs:* Costs to help clients obtain entry to job programs or employment programs could be covered.
- *Other:* Applicant may propose other services and activities within their application, for example short-term hotel stays while individuals are in transition, but understand DHS has the right to have unapproved expenditures removed before going into a contract.

### Supplemental Support for Permanent Supportive Housing Programs

Funds are available for existing Permanent Supportive Housing projects. Permanent Supportive Housing projects, once funded, see very limited to no increases in their administration and supportive services dollars. Perhaps hiring additional case managers or other staff support will help keep a permanent supportive housing program stable. This Permanent Supportive Housing funding should pair with existing Permanent Supportive Housing Programs to offer enhanced opportunities for their program participants. Permanent Supportive Housing Providers can think outside the box to what other services can be offered.

This category of funding will require Permanent Supportive Housing providers to assess their programs to determine what may be needed, or to determine what they'd like to try in their programs over the next year, to see if changes, enhancements, or additions to services help provide for better outcomes in their program participants. Some ideas to consider are:

- *Adding Staff Capacity:* Housing programs didn't get to shut down during the pandemic. Perhaps the program went understaffed or could utilize additional staff support. This category could fund additional case management staff or other staff in Permanent Supportive Housing programs, etc.
- *Added Supportive Services:* Consider adding a behavioral health provider, a substance use program, or group therapy sessions, or a licensed staff person to the team to assist the households in your program.
- *Occupational Therapy Professionals:* Bring on an Occupational Therapist to the team for added benefit in teaching and demonstrating life skills.
- *Transportation Supports:* Have you struggled to assist those households that need to get to appointments or those that just got a job but need public transportation passes, this could be the opportunity to add that as a bonus in your program.
- *Food or Other Household Items:* Perhaps households have been struggling to meet their household's food needs or maybe you'd like to help the newly housed in your program with obtaining needed household items.
- *Utility Expenses:* Help households with utility bills.

### Mobile Shower Street Outreach Program

Any organization may apply for this service, which utilizes City owned mobile shower trailers. The City has purchased two Mobile Shower Trailers for providing shower opportunities to homeless encampments. This RFP seeks a provider which would manage a schedule for the trailers at various identified homeless encampment sites or at seasonal pop-up emergency shelter sites.

The City seeks an agency that would provide at a minimum the following services for this project:

- Shower attendants to handle client sign up or reservation system. Also gathers information required for HMIS Data entry. Manages supplies and coordinates entry/exit from the showers.
- Case Management access. This can be provided in a variety of ways. This project isn't just about a person getting a shower, but an opportunity to build relationship and trust so that people can work on a permanent housing plan. Case manager should be engaging and providing support to people and helping them to get into shelter, housing or other services.
- Janitorial services to clean and sterilize the shower trailers between guests and thoroughly after use, and prior to storage of trailers at the end of each day.



- The City would like the provider to consider and offer in the proposal how coordination of other services will be offered while visiting the camps with the shower trailer (such as mental health, medical services, substance use, SOAR applications, transportation coordination, food, clothing provision, etc.).
- Driver which can transport and hook up showers and provide mechanical support when trailers are on site and in use. The City can provide storage and maintenance of the trailers.
- The City would like to see the project as being beneficial in an effort to help people move along a path to permanent housing. Monthly data reports should show numbers served, as well as how case manager(s) addressed case management activities, with seeing some percentage of people exiting the project to permanent housing destinations.

The use of the mobile shower trailers can be an extension of an existing Street Outreach program or compliment an Emergency Shelter or safe haven project. and can be utilized to build relationships and develop rapport which can engage the unhoused in connecting to other services to assist with permanent housing planning.

### Bridge Housing

The City is seeking a provider for a Bridge Housing project which will utilize funds to temporarily house individuals and families in hotel/motel rooms, as coordinated with Department of Human Services. The City coordinates and takes after hour calls from United Way 2-1-1 of individuals and families in emergent need of shelter. This provider would have or develop a relationship with one or multiple hotels where a block of rooms are available for these emergency situations. The provider would have a staff person on call which would coordinate with DHS staff for these emergency placements and will coordinate follow up activities for these individuals and families to connect to other resources and housing supports, to assist in moving people to more permanent housing situations or into regular emergency shelters. City Client Services Coordinators will be available to assist in some of these coordination activities. Placement calls will come from DHS staff and management.

Eligible Costs:

- *Hotel/Motel Room Expenses:* Costs of renting rooms, preferably blocks of rooms. Can include contingency funds, such as repairs needed to rooms and excessive cleaning charges, etc.
- *Food or Supplies:* May be needed to help stabilize individuals in their emergent placement.
- *Housing/Shelter Search and Placement:* Services and activities to assist program participants in settling into emergency shelter via hotel/motel rooms and then in developing a plan to move participants to alternate housing or shelter in very brief short time periods. Includes assessment of housing barriers, needs and preferences, development of an action plan, housing or shelter search.
- *Case Management:* Services and activities for the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for program participants residing in hotel/motel program and assisting a program participant in overcoming immediate barriers to obtaining housing.
- *Other items may be considered as proposed by provider in budget.*

## **IMPORTANT REQUIREMENTS & DEFINITIONS**

### Coordinated Entry WHAMM Attendance

HUD requires each Continuum of Care (CoC) to establish and operate a coordinated entry system with the goal of increasing efficiency of crisis response systems and improving ease of access to resources (including mainstream resources). Coordinated entry is designed to help communities prioritize clients who are most in need of assistance, and to allow CoCs to identify gaps in services and resources. Coordinated entry is available to the full geographic region within the City of St. Louis, and projects must serve clients regardless of last permanent residence.

Staff working with the unhoused are required to participate in the Community’s Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person from an agency may be designated, or multiple staff or case managers can attend these meetings. Currently WHAMM meetings occur twice weekly. Staff attendance allows Coordinated Entry staff to gather appropriate information about individuals and families to ensure appropriate housing program referrals are made. Staff will be asked for initial case conferencing information, updates regarding client homeless and disability documentation, housing plans and progress while in their shelter or housing programs. Street Outreach, Emergency Shelter Staff, Housing Navigators, and Permanent Housing staff are all crucial staff positions to have present at WHAMM meetings.

### “Get Help” Requirement

Currently the City and the Continuum of Care require shelters to utilize the “Get Help” application to report bed openings and receive referrals through. Emergency Shelters and other organizations working with the unhoused must comply with the Continuum of Care guidance for reporting bed vacancies, retrieval and making referrals. Data will be monitored for compliance. HMIS enrollments should have “Get Help” referrals logged.

### Data Entry

Data entry for ARPA projects will be entered into the Community’s Homeless Management Information System (HMIS), unless specifically stated otherwise. Data will be monitored. It is essential that project staff are completing HMIS enrollments within 24 hours of entry, enrolling clients into Coordinated Entry, and projects so that the monthly Data reports are reflecting true time data.

### Equal Access

The CoCs and their member agencies shall not discriminate or withhold services on the basis of race, color, religion, national origin, ancestry, disability or health-related condition, familial status, marital status, sex, gender identity, gender expression, sexual orientation, veteran status, or source of income. HUD’s Equal Access Rule at 24 CFR 5.105(a)(2) shall be followed.

### Fair Housing Act

The CoC must ensure that the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act will be upheld and followed. This Act prohibits discrimination in housing and housing-related transactions because of disability. Section 504 of the Rehabilitation Act prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

### Low Barrier Access

The coordinated entry system prohibits the “screening out” of clients “due to perceived barriers relating to housing or services, including, but not limited to, too little or no income, active or a history of substance use, domestic violence history, resistance to receiving services, the type or extent of disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal records – with exceptions for state and local restrictions that prevent projects from serving people with certain convictions.” As referenced from CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System. Published 1/23/17, page 11.

### Housing Focused Case Management

Case management for programs providing homeless services should always be housing focused. This means that all services and case management provided is with a focus on moving individuals and families to permanent housing. Effective case management will include assessment and coordination of services which help people move from housing crisis to maintaining stable permanent housing. Much of the services offered through housing focused case management should focus on addressing behaviors and patterns which affect maintaining permanent housing, linking supportive services, building relationships with services providers, while also focusing on individual needs and goals, as directed in a person-centered way. Refer to page 14-16 in the HSD Housing Case Management Standards document available online through the RFP website page.

## **REVIEW & SELECTION PROCESS**

PSA Committee: In accordance with Ordinance 64102 and the Rules and Procedures for Professional Service Agreements promulgated pursuant to the same and approved by the Board of Public Service of the City of St. Louis, professional service selections shall comply with these procedures, including the use of a Selection Committee.

The Professional Services Selection Committee shall be composed of the following: the Director of DHS or the designee of the Director, who shall act as chairperson; one member of said department's, division's or agency's staff selected by said Director or another designee of the Director; one member selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen.

Proposals will be evaluated according to the following process:

1. Review and evaluation of the proposals by the Homeless Services Division (HSD) and the City Selection Committee Members for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes Exhibit E & F.
2. Professional Services Agreement (PSA) Selection Committee Meeting of the Selection Committee where each member shall discuss and vote on selection of applicants to perform the services requested in the RFP.
3. DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete. After the PSA Committee's review process and decision-making meeting, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

## **SELECTION CONSIDERATIONS**

In addition to the Proposal Requirements noted above, and as per City of St. Louis rules and procedures, the Selection Committee, in deciding to select an agency to provide professional services, shall consider, at a minimum, the following, as related to the selection:

- Specialized experience, qualification and technical competence of the agency, its principles, project manager, and key staff.
- Ability of the agency to provide innovative solutions.
- Approach to the project.
- The capacity and capability of the agency to perform the work with the time limitations.
- Past record and performance of the agency with respect to compliance, cost control, and quality of work.

- Fees or fee structure for work performed and the applicant's ability to provide solid fiscal accountability to the project.
- The availability of financial and operating resources of agency to complete the work.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Applicant is a non-profit organization in good standing.
- The applicant's commitment to be a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address requirements set out in the RFP.
- The ability to track clients through the progression of services being provided.
- The applicant's plans to involve and empower unhoused people to participate in decision-making and project operations.

## **RFP TERMS & CONDITIONS**

1. The City reserves the right to reject any proposal submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any agency. Respondents may be asked to make one or more presentations and participate in interviews.
2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.
4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.
6. The proposed activities within an applicant's proposal must meet the funding priority and eligible components as stated within the RFP.
7. **Applicant must have a Unique Identity Number (formerly known as a DUNS Number).**
8. **Applicant must have registered in the System for Award Management (<https://www.sam.gov/SAM/>) before a contract can be awarded and are strongly encouraged to start the registration process on [www.SAM.gov](http://www.SAM.gov) as soon as possible.**

9. Applicant must be current with IRS Form 990 filings (when applicable) or be under an automatic or approved extension.
10. Applicant must have completed all required federal audits (if applicable).
11. Applicant must be current on filings of all federal, state, or local taxes.
12. Applicant must not have any unresolved or open HUD audit or monitoring findings.
13. Applicant must be in good standing with the State of Missouri and City of St. Louis (**Please note applicants must have a current business license or be deemed exempt by the License Collector's Office**). See: <https://www.stlouis-mo.gov/government/departments/license/business-license-info/> and <https://www.stlouis-mo.gov/government/departments/license/business-license-info/Graduated-Business-License-Process.cfm>
14. Applicant's proposed activities in the City of St. Louis must take place in a building approved for occupancy by the City of St. Louis. See: <https://www.stlouis-mo.gov/government/departments/public-safety/building/permits/occupancy-permits/commercial-occupancy-permits.cfm>
15. Applicant must not be on the federal Excluded Parties List (debarred). See: <https://www.dol.gov/agencies/ofccp/debarred-list>

## **CONTRACT OBLIGATIONS SUBJECT TO APPROPRIATION**

The award and performance of any contract or agreement that results from this RFP is subject to appropriation of funds for such purposes by the City, including re-appropriations for each fiscal period. The City reserves the right to not appropriate funds in any fiscal period to make the payments required under any agreement or contract. In the event funds are not appropriated in any fiscal period for the purposes of making payments as required, any agreement or contract for which the payments are not appropriated shall terminate without penalty or expense to the City whatsoever.

## **EARNINGS TAX REQUIREMENTS**

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

## **PROHIBITED CONTRACT CLAUSES**

The City will not accept any contract awarded following this RFP that includes a limitation of liability clause. Limitations of liability clauses include, but shall not be limited to:

- Monetary caps on the amount a vendor or contractor will pay to the City under any circumstances.
- Limits on categories of risks or liabilities for which a vendor or contractor will compensate the City.
- Limits on or disclaimers of certain damages.
- Limits on when the City can bring a breach of contract or breach of warranty claim.

- Limits on when the City can bring a tort claim.

## **PUBLIC RECORDS LAW**

Any Contractor awarded this contract acknowledges that the City is a “public governmental body” under and subject to the State of Missouri’s Sunshine Law (the “Act”), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

## **MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**

The City of St. Louis is committed to promoting fair and open competition for M/WBEs seeking to do business with the City of St. Louis. The 2015 Disparity Study led to Ordinance 70767, which outlined the City’s Minority and Women-Owned Business Enterprises (M/WBE) Program. This program was implemented “to take all necessary, reasonable, and legal action to alleviate documented disparity and ensure that all businesses are afforded the maximum opportunity for participation in the City’s contracting. The M/WBE program shall ensure that the City of ST. Louis contracts are awarded in a manner that promotes economic inclusion of all segments of the business population, regardless of race, sex, or gender, to maximize the economic vitality and development of the City of St. Louis.” To align with this policy the Homeless Services Division shall provide an incentive credit during the evaluation of proposals that include a copy of the M/WBE certification approval letter issued by the M/WBE Program.”

## **MISSOURI UNAUTHORIZED ALIENS LAW**

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the “Missouri Unauthorized Aliens Act”). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law. Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General’s web site at <https://ago.mo.gov/criminal-division/public-safety/unauthorized-alien-workers>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services’ web site at <https://everify.uscis.gov/enroll>.

## **LIVING WAGE AND SERVICE CONTRACT PREVAILING WAGE**

The City of St. Louis presently has in force a Living Wage Ordinance (#65597) applicable to contracts of \$50,000 or more in any twelve-month period, with limited exceptions such as non-profit organizations. The City posts through the Airport Authority an Annual Living Wage Adjustment Bulletin specifying the current Living Wage. Any proposal or bid must reference the current Living Wage and, if applicable, demonstrate how the contractor shall comply with Ordinance 65597.

<https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf>

The City of St. Louis presently has in force a Service Contract Prevailing Wage Ordinance (#62124) containing Minimum Prevailing Wages and Minimum Prevailing Benefits. Service Contract Minimum Prevailing Wages and Minimum Prevailing Benefits for specific occupations for the St. Louis area are

determined and published by the U.S. Secretary of Labor. Any proposal or bid must demonstrate how the contractor shall comply with Ordinance 62124 to the extent it is applicable. Per Ordinance 65597, contracts subject to the Service Contract Minimum Prevailing Wage and the Living Wage must pay a minimum wage and benefits package that is the greater of the two.

## **MISSOURI STATUTE - ISRAEL ENGAGEMENT ACTIVITY**

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to [Certification under Revised Statutes of Missouri Section 34.600](https://revisor.mo.gov/main/OneSection.aspx?section=34.600). If a contract or grant exceeds \$100,000 in value, and Subrecipient has 10 or more employees, then as a condition for the award of a contract or grant, Subrecipient, shall, pursuant to the provisions of Section 34.600 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit affirm and certify that Subrecipient is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the state of Israel; or persons or entities doing business in the state of Israel. <https://revisor.mo.gov/main/OneSection.aspx?section=34.600>

Any Contractor awarded this contract shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker's Compensation Insurance, and no coverage amounts listed shall be construed to limit the liability of the Contractor. The Contractor awarded this contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of this contract, with "The City of St. Louis" listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

Department of Human Services, Homeless Services Division  
1520 Market St., Room 4062, St. Louis, MO 63118

The Contractor's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration. Such Insurance company must have a financial strength of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide. (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City's policy will be excess over Consultant's policy.

## **TERMINATION RIGHTS**

Any contract awarded may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract awarded may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure

any failure to substantially perform. If the Contractor abandons this contract, it shall indemnify the City against any loss caused by said abandonment.

## **FEDERAL LEGAL REQUIREMENTS INCLUDING ARPA REPORTING**

To comply with federal laws, including the American Rescue Plan Act, the City shall require that any contract or subrecipient agreement between the City and a respondent arising out of this RFP include Supplementary Conditions in substantially the form set forth on *Exhibit G* as binding terms of the Agreement. The final wording of the Supplementary Conditions may be modified during contract negotiations.



## **ATTACHED EXHIBITS**

Exhibit A: Proposal Cover Sheet, page 17 - 18

Exhibit B: Proposal Narrative & Attachments Guidance, page 19 - 20

Exhibit C: FY2021 ARPA Budget Template – Safe Haven, page 21

Exhibit D: FY2021 ARPA Budget Template – Rapid Rehousing, page 22

Exhibit E: FY2021 ARPA Budget Template – Supplemental Support Permanent Supportive Housing, page 23

Exhibit F: FY2021 ARPA Budget Template – Mobile Shower Street Outreach Program, page 24

Exhibit G: FY2021 ARPA Budget Template – Bridge Housing Program, page 25

Exhibit H: Supplement of Required Contract Provision Pursuant to ARPA, page 26 - 31

Exhibit I: Project Evaluation Rubric – FY2021 ARPA RFP, page 32

Exhibit J: Financial Capacity Rubric – ARPA Project, page 33



**City of St. Louis – Homeless Services Division  
2021 ARPA – ROUND 2  
REQUEST FOR PROPOSALS (RFP)**

**PROPOSAL COVER SHEET**

Organization Name	
Project Name	
Project Address:	
Organization Address (if different)	
Organization Telephone	
Organization Fax #	
Organization Website	
Organization DUNS #	
Organization UEI (Unique Entity Identification) #	
<b>ORGANIZATION'S RESPONSIBLE PARTIES</b>	
Executive Director Name	
Executive Director Email	
Executive Director Telephone #	
Program Lead or Manager Name & Title	
Program Lead Email	
Program Lead Person #	
Finance/Accounting Lead Person Name & Title	
Finance/Accounting Lead Person Email	
Finance/Accounting Lead Person Telephone #	
Case Manager Lead Name & Title <small>(responsible for attending WHAMM)</small>	
Case Manager Lead Person Email	
Case Manager Lead Person Telephone #	
Main Contact Person for this RFP Name	
Main Contact Person for this RFP Email	
Main Contact Person for this RFP Telephone #	

**SELECT WHICH CATEGORIES APPLICANT IS APPLYING FOR.** An agency may request funds from multiple categories. If selecting more than one category the agency MUST provide separate narrative and budgets for each category and will only need to provide one cover sheet and one set of attachments.

<input type="checkbox"/>	<b>Safe Haven</b>
<input type="checkbox"/>	<b>Rapid Rehousing</b>
<input type="checkbox"/>	<b>Supportive Services for Permanent Supportive Housing</b>
<input type="checkbox"/>	<b>Mobile Shower Street Outreach Program</b>
<input type="checkbox"/>	<b>Bridge Housing Program</b>

Amount Requested from ARPA funding: \$\_\_\_\_\_

Requested amount reflects \_\_\_\_% of the total program/project budget \$\_\_\_\_\_

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

Does the organization have offices in the City of St. Louis? Yes  No

Does or will the organization have staff in the City of St. Louis providing services? Yes  No

How many households are projected to be served with the ARPA funds requested? \_\_\_\_\_

Is the Agency designated as a Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE), as filed with the City of St. Louis (note attachment required)?

MWBE and/or DBE: Yes  No

**Current Agency Funding Sources:**

Please provide all funds received by your agency from any department of the City of St. Louis.

<b>Grant Source</b>	<b>Grant Amount</b>	<b>Date Funds Expire</b>	<b># of Years Received</b>
Emergency Solutions Grant			
Continuum of Care			
Domestic Violence			
Proposition P			
Proposition S			
Health Division Grant			
Affordable Housing Grant			
Community Development Commission			
Emergency Solutions Grant-Coronavirus			
Cares Act Funds – STL City CARES (HP)			
Treasury ERAP Funds			
Other Funds Provided Due to Pandemic			
Other:			

**See next page for the Narrative and Attachment Guidance (Exhibit B).**

## PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

In addition to submitting the 2-page *Proposal Cover Sheet* the applicant will need to provide brief narrative for each of the following questions and submit the required attachments. Please number the narrative responses according to their number as listed below. These questions will be evaluated for funding decisions. If the applicant is applying for multiple categories, there must be a separate, labeled narrative document and budget for each category. Try to limit narrative to seven pages or less.

1. **Scope of Work/Project Description:** Provide a brief project description.
2. **Best Practices & Training:** What embraced best-practices are covered in staff training and orientation and how often are training efforts conducted in your agency? Who will train and manage staff. Explain any special training staff receive pertinent to the population served.
3. **Outcomes:** What are the Goals, Performance Metrics and Expected Participant Outcomes and how are they measured? How many individuals are expected to be served during the grant year.
4. **Measure of Success:** How will the agency determine success (in the program and in individual participants)?
5. **Case Management:** Explain what is required of case managers? Explain how case management and services planning will be accomplished. Will staff provide Housing Navigation services?
6. **Other Services:** List what services will be provided to participants (mental health, substance use, life skills, etc.). Are they on site, or via referral to other organizations. Are services offered via Memorandum of Understanding (MOU) with community organizations or agency staff?
7. **Permanent Housing Planning:** Briefly explain how permanent housing planning will happen with participants, and what staff will be held accountable to in terms of permanent housing planning.
8. **Pandemic Operations:** What pandemic requirements have been established and remain in effect for the project or agency?
9. **Experience and Knowledge:** Briefly explain why the agency and staff are experienced and knowledgeable in working with the unhoused and why this project should be selected.
10. **Staffing Plan:** Explain if and how many staff will need to be hired, or if and how many staff already exist. How many staff will be working on each shift, how many shifts will there be, and what job titles will staff have (list of positions would suffice).
11. **Budget and Spending Capacity:** Costs should be reasonable for the services and correspond to the number of persons to be served. The sample budget form (Exhibit C) should be used to create the proposal budget. For Salary and benefits, please state in values of what portion of FTE (full time equivalent) is proposed and at what salary and benefits rate. For example:
  - 1 FTE Case Manager @ \$42,000 salary + \$8,200 benefits = \$50,200
  - .5 FTE Supervisor @ \$61,000 salary + 10,900 benefits = \$35,950
12. **Unhoused Empowerment:** Explain how the agency involves and empowers people experiencing homelessness to participate in decision-making and project operations. Explain what efforts the agency is engaged in to provide an unhoused voice to the services provided? Are there persons experiencing or previously experienced homelessness on the agency's Board of Directors? Has the agency employed unhoused or previously unhoused individuals?

### **General Rules for Proposal Submission:**

- All proposals submitted to HSD must include the following items:
  - Project Cover Sheet (2 pages) – Exhibit A
  - Narrative (for each category)
  - Budget (for each category)
  - All Attachments (one set for submittal)
- Proposals must be submitted by the due date/time. Both the paper copies & the emailed copy.
- Mail or Drop Off 5 paper copies.
  - NO STAPLES
  - COLORED SHEETS should be used to separate each section/attachment
  - Title each colored sheet
- Email Proposal to Amy Bickford, as 1 document. (if your organization needs to break up the file to email, it should be 2 files, one containing cover sheet/proposal narrative/budget and the second with all the attachments.
- Narrative should be no more than 7 pages.

**Required attachments:** (not included in page limit) These attachments are non-negotiable. If they are missing, you risk not being funded.

- A. Detailed Project/Program Budget (Exhibit C)
- B. Evidence of 501 (c) 3 status
- C. Copy of System for Award Management (SAM) Report
- D. HMIS Participation Letter: Letter stating in good standing or ask ICA directly for this letter. If organization doesn't have HMIS access yet, submit letter stating steps to be taken. *NOTE: This is not the "Participation Agreement"*
- E. Project Organizational Chart: For project only; show staff (either by name or by position title) involved in project
- F. Agency Organizational Chart
- G. Current List of the Board of Directors
- H. Federal Form 990
- I. Job Descriptions (for staff positions and key personnel involved in the project)
- J. Agency Yearly Budget
- K. Recent A133 or the most recent audit
- L. Recent Income Statement
- M. Balance Sheet for the last three (3) years
- N. The recent statement of Cash Flows
- O. MWBE and/or DBE documentation
- P. Letter of support from the Alderman/woman of the Ward the Agency is located within. If unable to acquire, may provide Letter of Support from any Alderman/woman.

***Proposals must be submitted to the below address by 4:00 p.m. June 1, 2022.*** All applicants must provide seven (5) copies of their proposal at the time of submission (please no staples) and email the proposal to Amy Bickford. Attachments need to be separated by a cover page (colored paper preferred). Incomplete proposals or those received after the due date and time may be rejected. Proposals to be submitted to this address:

Department of Human - Homeless Services Division  
1520 Market Street, Room 4065  
St. Louis, MO 63103.

Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Project: **Safe Haven**

## ARPA Funds Budget

Eligible Cost	Quantity AND Description	Request	Total Budget
<i>Rent/Utilities/Facilities Expenses</i>			\$0
			\$0
			\$0
<i>Program Supplies</i>			\$0
			\$0
			\$0
<i>Client Supplies, Incentives, Other client Expenses</i>			\$0
			\$0
			\$0
<i>Food</i>			\$0
			\$0
			\$0
<i>Housing Search/Placement, Securing Identification Documents, Etc.</i>			\$0
			\$0
			\$0
<i>Case Management</i>			\$0
			\$0
			\$0
			\$0
<i>Other Staff Costs</i>			\$0
			\$0
			\$0
			\$0
<i>Behavior Health, Healthcare, Substance Use, Job/Employment, Other Supportive Services</i>			\$0
			\$0
			\$0
<i>Other</i>			\$0
			\$0
			\$0
<i>Administration Costs</i>			\$0
			\$0
<b>Total Costs</b>		\$0	\$0

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

Homeless Services Division Program M \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**See City Website for Excel version of Budget Template.**

Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Project: **Rapid Rehousing**

## ARPA Funds Budget

Eligible Cost	Quantity AND Description	Request	Total Budget
<i>Rental Assistance, Rental Application Fees</i>			\$0
			\$0
<i>Utility Deposits &amp; Utility Payments</i>			\$0
			\$0
<i>Moving Costs</i>			\$0
			\$0
<i>Household Items/Furniture</i>			\$0
			\$0
<i>Housing Search/Placement</i>			\$0
			\$0
<i>Case Management</i>			\$0
			\$0
			\$0
<i>Other Staff Costs</i>			\$0
			\$0
			\$0
<i>Credit Repair, Securing Identification Documents, Job/Employment, Etc.</i>			\$0
			\$0
<i>Other</i>			\$0
			\$0
<i>Administration Costs</i>			\$0
			\$0
<b>Total Costs</b>		<b>\$0</b>	<b>\$0</b>

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

Homeless Services Division Program M \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**See City Website for Excel version of Budget Template.**

Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Project: Supplemental Support for Permanent Supportive Housing Programs

## ARPA Funds Budget

Eligible Cost	Quantity AND Description	Request	Total Budget
<i>Adding Staff Capacity</i>			\$0
			\$0
			\$0
<i>Adding Supportive Services</i>			\$0
			\$0
			\$0
<i>Occupational Therapy or Other Assistance Professionals</i>			\$0
			\$0
			\$0
<i>Transportation Supports</i>			\$0
			\$0
			\$0
<i>Food or other Household Items</i>			\$0
			\$0
			\$0
<i>Client Utility Expenses</i>			\$0
			\$0
			\$0
<i>Other Staff Costs</i>			\$0
			\$0
			\$0
			\$0
<i>Credit Repair, Securing Identification Documents, Job/Employment, Etc.</i>			\$0
			\$0
			\$0
<i>Other</i>			\$0
			\$0
			\$0
<i>Administration Costs</i>			\$0
			\$0
<b>Total Costs</b>		<b>\$0</b>	<b>\$0</b>

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

Homeless Services Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**See City Website for Excel version of Budget Template.**



Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Project: **Mobile Shower Street Outreach Program**

## ARPA Funds Budget

Eligible Cost	Quantity AND Description	Request	Total Budget
<i>Staffing Costs</i>			\$0
			\$0
			\$0
			\$0
<i>Case Management &amp; Coordination of other Supportive Services</i>			\$0
			\$0
			\$0
			\$0
<i>Cleaning Supplies/Services</i>			\$0
			\$0
			\$0
<i>Staff Transportation</i>			\$0
			\$0
			\$0
<i>Client Personal Hygiene and Other Supplies</i>			\$0
			\$0
			\$0
			\$0
<i>Office Supplies/Program Supplies</i>			\$0
			\$0
			\$0
			\$0
<i>Securing Identification Documents, Job/Employment, Etc.</i>			\$0
			\$0
			\$0
<i>Other</i>			\$0
			\$0
			\$0
<i>Administration Costs</i>			\$0
			\$0
<b>Total Costs</b>		<b>\$0</b>	<b>\$0</b>

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

Homeless Services Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**See City Website for Excel version of Budget Template.**

Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Project: **Bridge Housing**

## ARPA Funds Budget

Eligible Cost	Quantity AND Description	Request
<i>Hotel/Motel Room Expenses</i>		
<i>Food or Supplies</i>		
<i>Housing/Shelter Search and Placement</i>		
<i>Case Management</i>		
<i>Housing Search/Placement</i>		
<i>Other Items</i>		
<i>Administration Costs</i>		
<b>Total Costs</b>		<b>\$0</b>

Executive Director/CEO/Administrator \_\_\_\_\_ Homeless Services \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**See City Website for Excel version of Budget Template.**

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## SUPPLEMENT OF REQUIRED CONTRACT PROVISIONS PURSUANT TO THE AMERICAN RESCUE PLAN ACT

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The City of St. Louis, Missouri (the "City") is the recipient of American Rescue Plan Act ("ARPA") funds from the United States Department of the Treasury (the "U.S. Treasury"). In consideration for receiving ARPA funds as a Subrecipient or Contractor (hereinafter referred to as "Contractor") for eligible expenses under ARPA, the Contractor shall comply with the following required supplementary terms and conditions to the Agreement (the "Supplementary Conditions").

The Contractor shall attach these Supplementary Conditions to all subcontracts and shall require that all subcontractors attach these Supplementary Conditions to their sub-subcontracts at all levels. When these Supplementary Conditions are attached to any lower tier contract (e.g., a contract between Contractor (as defined above) and any subcontractor, or between Contractor's direct or indirect subcontractors), references herein to "City" shall be deemed to refer to the party seeking products and/or services, and references to "Contractor" shall be deemed to refer to the party providing products and/or services, and references to the "Agreement" or "agreement" or "Contract" or "contract" shall be deemed to refer to the agreement between such subcontracting parties.

**Notwithstanding anything to the contrary in the Agreement, except as expressly provided under the terms of these Supplementary Conditions, the terms of these Supplementary Conditions shall be deemed to control in the event of a conflict with other provisions contained in the Agreement.** The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of these Supplementary Conditions.

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1. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in the Agreement and/or these Supplementary Conditions, including, but not limited to all federal laws, regulations, executive orders, policies, procedures, and directives applicable to the receipt of ARPA funds, shall be deemed to be inserted herein and the Agreement and Supplementary Conditions shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the decision of the City such provision shall forthwith be inserted and written notice provided to Contractor.
  2. **STATUTORY AND REGULATORY COMPLIANCE.** Contractor shall comply with all laws and regulations applicable to the ARPA funds, including but not limited to the applicable Office of Management and Budget Circulars and 2 CFR 200 *et seq.* (the "Uniform Guidance"). The Contractor, and, if applicable, subcontractors, shall only use ARPA funds for eligible ARPA activities as described under subsection (c)(1) of Section 603 of Title VI of the Social Security Act, as added by Section 9901 of ARPA, Section 35(b) of the ARPA Interim Final Rule (and final rule when effective), and all other applicable laws and regulations governing the use of ARPA funds. The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under ARPA funding. The Contractor shall return to the City any funds disallowed within ninety days of notification by the City to return such funds.
  3. **BREACH OF CONTRACT TERMS.** The City reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of the Agreement, in instances where the Contractor or any of its subcontractors violate or breach any Agreement term. If the Contractor or any of its subcontractors violate or breach any Agreement term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by these Supplementary Conditions and the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
  4. **ADMINISTRATIVE, COST, AUDIT AND PROGRAM REQUIREMENTS.** The Contractor must comply

with the most recent version (unless a specific version is noted) of the Administrative Requirements, Cost Principles, and Audit requirements, and to the extent necessary cooperate and maintain information and documentation to allow City to comply with the applicable regulations governing use of the ARPA funds, including, but not limited to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Failure to do so may result in disallowance of costs upon audit.

5. **RECORDS AND REPORTING REQUIREMENTS.** The Contractor shall establish and maintain complete records, including accurate books, records, documents, accounts, financial records, supporting documents, statistical records, and all other evidence and records pertinent to performance of work done for the City under the Agreement (the “Records”) consistent with generally accepted bookkeeping practices. Contractor shall retain the Records in accordance with Section 12 below. The City and any person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within the City or, if no such office is available, at a mutually agreeable and reasonable venue within the City, for the term specified above for the purposes of inspection, auditing and copying. The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the City. The Contractor shall cooperate with all City efforts to comply with ARPA related requirements and regulations pertaining to recordkeeping and reporting.
6. **SAM.** Contractor will comply with the regulations relating to Universal Identifier and System for Award Management according to 2 CFR Part 25 and Appendix A thereto. Contractor must:
  - a. Be registered in the SAM prior to submission of an application or plan;
  - b. Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and
  - c. Provide its unique entity identifier in each application or plan it submits to the Federal awarding agency.
  - d. Review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.
7. **DEBARMENT AND SUSPENSION.** The Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the Contractor is required to verify that the Contractor and none of its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The Contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction (e.g., subcontract) it enters into. This certification is a material representation of fact relied upon by the City. If it is later determined that the Contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C throughout the period of the Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.
8. **CONFLICTS OF INTEREST.** The Contractor shall notify the City in writing as soon as possible if the Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the City is able to assess such actual or potential conflict. The Contractor shall provide the City any additional information necessary for the City to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the City, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. If requested by the City, Contractor shall sign a certification affirming that it has no conflict of interest arising from performance of work on a specific task.
9. **SUBCONTRACTING/ASSIGNABILITY.** The Contractor shall not subcontract nor assign any interest in the Agreement and shall not transfer any interest in the same (whether by assignment or novation)

without prior written approval of the City.

10. **PROCUREMENT.** The Contractor shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.318-326. These requirements generally require an open and competitive process for subcontractors, with limited and specific exceptions. The Contractor must maintain records sufficient to detail the history of procurement and provide such records to the City. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
11. **LOBBYING (Applicable to Agreements exceeding \$100,000).** The Contractor certifies, to the best of its knowledge and belief, that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. **AUDIT / ACCESS TO RECORDS.** The City, U.S. Treasury, the Comptroller General of the United States, the Government Accountability Office, the Pandemic Relief Accountability Committee, the Office of the Comptroller of the City, and any other authorized oversight agencies, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are directly pertinent to the Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions. Such audits may include review of the Contractor's accounting, financial, and reporting practices to determine compliance with the Agreement and reporting requirements; maintenance of accurate and reliable original accounting records in accordance with governmental accounting standards as well as generally accepted accounting principles; and specific compliance with allowable cost and expenditure documentation standards prescribed by applicable federal, State, and City guidelines. The Contractor agrees to provide the above referenced entities or their authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement. The foregoing is not intended to limit the City's right to audit and/or access Contractor records that may be provided under the Agreement.
13. **MAINTENANCE/RETENTION OF RECORDS.** Contractor shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (collectively, the "Records") (i) for five (5) years after all funds have been expended or returned to the U.S. Treasury, or (ii) for the minimum retention period that may be provided under the Agreement, whichever is longer.
14. **CITY SEAL, LOGO, AND FLAGS.** The Contractor shall not use the City seal(s), logos, crests, or reproductions of flags or likenesses of City agency officials without specific City pre-approval.

15. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to the Agreement. False statements or misrepresentations in a proposal to obtain federal funds automatically will disqualify an applicant. If false statements or misrepresentations are discovered after such funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the Agreement voidable at the discretion of the City.
16. SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS. The Contractor will comply with the small and minority firms, women's business enterprise, and labor surplus area requirements as set forth at 2 C.F.R. Part 200.
17. NONDISCRIMINATION. The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
  - b. Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. § 206(d));
  - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
  - d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 et seq.) as implemented by all applicable regulations;
  - e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
  - f. Equal Employment Opportunity-E.O. 11246, as amended; and
  - g. Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements.
18. TITLES VI AND VIII OF THE CIVIL RIGHTS ACT OF 1964 AND EXECUTIVE ORDER 11063. The Contractor shall comply with the provisions of Titles VI and VIII of the Civil Rights Act of 1964 and with Executive Order 11063. No person shall, on the grounds of race, color, religion, sex, or national origin (including limited English proficiency), disability, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. No person shall, on the grounds of race, color, religion, sex, or national origin, be discriminated against in the sale, rental, or financing of dwellings. To the extent that any such sale, lease or other transfer of land shall occur, Contractor, in undertaking its obligation to carry out the program assisted hereunder, will not itself so discriminate. Contractor shall provide data as requested by the City to demonstrate compliance with these requirements.
19. SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990. The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable regulations, and with the Americans with Disabilities Act of 1990 (42 U.S.C. § 126), as amended, and any applicable regulations. The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.
20. AGE DISCRIMINATION ACT OF 1975. The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

21. SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000). The Contractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.
22. CONTRACTOR'S CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE. The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
  - a. The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.
  - b. The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000 per day
23. DRUG FREE WORKPLACE. The Contractor certifies it shall provide a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this Agreement under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to: City Counselor's Office, Attn: Deputy City Counselor for Transactions, City Hall Room 314, 1200 Market Street, St. Louis, MO 63103.
24. RELOCATION ASSISTANCE. The Contractor will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
25. CONTRACTOR'S CERTIFICATION REGARDING EMPLOYEE WHISTLEBLOWER PROTECTIONS. The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition,
  - a. Whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment;
  - b. the Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce; and
  - c. The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.

26. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT. The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
27. LABOR STANDARDS. Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
28. LEAD-BASED PAINT. Contractor will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
29. POLITICAL ACTIVITY (HATCH ACT). The Contractor will comply with the provisions of the Hatch Act (3 USC Sections 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



Project Evaluation Rubric – FY2021 ARPA RFP



Organization's Name:	
Project Name:	
Project Category:	
Amount Requested:	
Total Number People Served:	
Cost Per Person:	



	RFP REQUIREMENTS		Mark if Meets (5 points)	Mark if Does Not Meet (0 points)	50 Points Possible	Points Awarded
1	Responsible Parties (Cover Sheet)				5	
2	MWBE and/or DBE (Cover Sheet)				5	
3	Proposal Completeness (all sections answered)				5	
4	Attachments Completeness (all attachments provided)				5	
5	Deadline (Complete project received by RFP deadline)				5	
6	FINANCIAL AUDIT (Completed by DHS Auditors)	Exceeds (20 – 25)	Meets (11 – 19)	Below (0 – 10)	25	
	PROPOSAL NARRATIVE REQUIREMENTS	Exceeds Requirement (7-10 points)	Mostly Meets Requirement (4-6 points)	Below Requirement (0-3 points)	130 Points Possible	Points Awarded
1	Scope of Work/Project Description				10	
2	Best Practices & Training				10	
3	Outcomes				10	
4	Measure of Success				10	
5	Case Management				10	
6	Other Services				10	
7	Permanent Housing Planning				10	
8	Pandemic Operations				10	
9	Experience & Knowledge				10	
10	Staffing Plan				10	
11	Budget & Spending Capacity (How reasonable is budget?)				10	
12	Unhoused Empowerment				10	
13	CoC Participation				10	
	CONTRACT COMPLIANCE SCORE	Exceeds (14 – 20)	Meets (7 - 13)	Below (0 – 6)	20 Points Possible	
19	If previously funded, how confident are you in their ability to manage contract/billings? If never funded, how confident are you in their ability to manage contract/billings? (Scale of 0-no confidence, to-25 highest level of confidence)				20	
<b>Total Points Available &amp; Total Points Scored</b>					<b>200 possible</b>	

## Financial Capacity Rubric – ESG-CV Project

Exhibit J

**Organization’s Name:**

**Project Name:**

**Required Attachments:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Evidence of 501 (c) 3 status           | <input type="checkbox"/> Detailed Project/Program Budget    | <input type="checkbox"/> Organizational Chart |
| <input type="checkbox"/> Recent Income Statement                | <input type="checkbox"/> Federal Form 990                   | <input type="checkbox"/> Agency Budget        |
| <input type="checkbox"/> Recent statement of Cash Flows         | <input type="checkbox"/> Balance Sheet for last three years |   |
| <input type="checkbox"/> Current List of the Board of Directors | <input type="checkbox"/> Recent A133 or most recent audit   |   |

	Questions	Exceeds Requirement (5)	Meets Requirement (3-4)	Below Requirement (0-2)	
1	Is the agency’s budget complete and without error?				5/5
<b>Comments:</b>					
2	Was the Agency’s A-133 or financial statements without Material weakness or deficiency? (If applicable)				5/5
<b>Comments:</b>					
3	Does the organization’s most recent Income Statement ratios show that the agency is on solid financial footing?				5/5
<b>Comments:</b>					
4	Does the organizations last three years of balance sheets show a stable financial picture?				5/5
<b>Comments:</b>					
5	Does the organization’s Statement of Cash flows show positive ratios?				5/5
<b>Comments:</b>					
				<b>Total Points Available</b>	<b>25</b>
	Total Up Each Column, then sum the columns in “Final Total Score” box to the right.	Column Total	Column Total	Column Total	Final Total Score

**Financial Capacity:**

- Exceeds Requirement (20-25),
- Meets Requirement (11-19),
- Below Requirement (0-10)