

Closing Date Extended to March 14, 2016



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

2014
Continuum of Care
Grant

REQUEST FOR PROPOSALS
(RFP)

Continuum of Care Planning Grant
Consulting Services
and Technical Assistance



Closing date extended to March 14, 2016

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

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

2014 Continuum of Care (COC) – Planning Grant

Beginning Friday, February 5, 2016, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<https://www.stlouis-mo.gov/government/procurement.cfm>

All questions should be referred by email to:

Eddie Roth, Director
Department of Human Services
1520 Market Street, Suite 4062
St. Louis MO 63103
rothe@stlouis-mo.gov

The Closing Date has been extended and proposals must be returned to the above address by 5:00 p.m. Central Standard Time, **March 14, 2016**. Proposals received after the aforementioned date and time will not be accepted.

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

BACKGROUND

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

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

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

INTENT

The City of St. Louis has been awarded an FY2014 Continuum of Care Planning Grant in the amount of \$146,197 in total costs (the "Planning Grant"). The funding was requested and received to assist the City of St. Louis, as Collaborative Applicant, to:

- Design a collaborative process for the timely development, preparation and submission of the U.S. Department of Housing and Urban Development's ("HUD") Continuum of Care Grant Application ("CoC Application");
- Evaluate outcomes of projects for which Continuum of Care Grant funds are awarded;
- Participate in the HUD Consolidated Plan process ("Con Plan Engagement"); and
- Ensure operation of, and consistent participation by, project sponsors in a community wide homeless management information system ("HMIS Engagement"),

all in compliance with HUD policies, regulations and best practices (collectively, the "Planning Grant Project").

The Planning Grant Project is supported by funding for each of the following eligible categories of activity that advance the Planning Grant Project objectives: (a) coordination activities (\$24,600), (b) project evaluation (\$24,600), (c) project monitoring activities (\$24,600), (d) participation in the Consolidated Plan (\$24,600), (e) CoC application activities (\$24,600), and (f) HUD compliance activities (\$23,197) (the "Eligible Categories").

Applicants should be immediately available and able to render consulting services and technical assistance to assist the City of St. Louis, Department of Human Services, in successfully completing the Planning Grant Project by providing **fifty percent (50%) of the services in each**

of the Eligible Categories of activity in the form of consulting services and technical assistance to DHS staff.

The technical assistance and consulting advice also will include assisting DHS staff allocate and account for Planning Grant Project funds by providing support in developing and executing a work plan to coordinate activities and assignments under the Eligible Categories to be performed by DHS staff.

No proposal budget should exceed \$73,098.50

This RFP seeks applicants that have expertise and knowledge of HUD policies, regulations and best practices as they relate to Planning Grant Project. Preference also will be given to applicants with direct experience in preparing a CoC Application or assisting and participating in a CoC Application collaborative process, as well as participating in HMIS Engagement and Con Plan Engagement. Preference also may be given to applicants who are familiar with the capacity and needs of the St. Louis Continuum of Care for Ending Homelessness ("St. Louis City CoC") and its constituent members and DHS staff as concerns their ability to successfully and timely complete the Planning Grant Project.

The proposed project has as an end date December 31, 2016.

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

Proposal will be funded based on the following:

- The applicant's experience in engaging in the activities of the Planning Grant Project, including by providing similar technical assistance and consulting services to other Continuum of Care in such matters.
- The applicant's direct experience in providing or supervising services that (a) are funded by the U.S. Department of Housing and Urban Development's Continuum of Care Grant, and in (b) the activities making up the Planning Grant Project.
- The applicant's ability to adequately describe and address the requirements set out in the RFP.
- The applicant's depth of understanding of the composition, strengths, weakness, capacity, and needs of agencies such as those making up the St. Louis City CoC, and the St. Louis City CoC as a system, in achieving the goals sought by the RPF – such that the applicant could immediately begin productive work under Planning Grant Project.
- The absence, for at least two years, of any prior financial engagement of the applicant by any individual member agency of the St. Louis CoC that may create a conflict of interest in providing technical assistance and consulting services to the City of St. Louis, Department of Human Services, in successful completion of the Planning Grant Project.
- The capacity and experience level of key staff of the applicant in timely meeting the intent and requirements as set out in the RFP.

**City of St. Louis
2014 CoC Planning Grant
REQUEST FOR PROPOSALS (RFP)
Application**

1. Name of Applicant: _____

2. Name of Program: _____

3. Program Address: _____

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

5. Contact Person & Title: _____

6. Requested amount reflects: _____% of the total agency's budget of \$ _____

7. Annual amount of funds received from other City Department/Agencies? \$ _____

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ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

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

<p><u>Project Proposal</u> not to exceed 12 pages:</p> <ul style="list-style-type: none">• Narrative• Capacity and Experience• Service Plan• Project progress tracking & reporting	<p>Required attachment, not included in page limit:</p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status, if applicable• Organizational Chart• Current List of the Board of Directors, if applicable• Federal Form 990, if applicable• Job Descriptions• Detailed Budget
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Narrative:

The narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the activities in which the applicant would engage and the cost of the proposed activities in keeping with the RFP requirements.

Capacity and Experience:

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

Service Plan:

The plan should include services that will support the successful completion of the Planning Grant Project in each of the categories for which services are sought.

Job Descriptions/ Resume:

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

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted to reflect the proposed services to be provided in each of the categories of eligible activities for which services are sought and funding has been awarded.