



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

**2015**  
**Continuum of Care Planning Grant**

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

**Consulting Services and Technical Assistance**  
**for two (2) projects:**

**Regional Planning**  
**&**  
**Strengthening St. Louis City CoC for**  
**Regional Leadership and as a**  
**Collaborative Partner in the Region**

**\*\* Deadline extended to 5 p.m. Central Time**  
**Thursday, October 27, 2016 \*\***



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

The City of St. Louis, Department of Human Services, in collaboration with the Continuums of Care in the City of St. Louis and St. Louis, St. Charles, Lincoln, and Warren Counties in Missouri and Madison and St. Clair Counties in Illinois, is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) program:

2015 Continuum of Care (COC) – Planning Grant

Beginning Friday, September 16, 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 only on or before **October 18, 2016** to :

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

Proposals must be returned to the above address by 5:00 p.m. Central Time, **October 27, 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.

## INTENT

The City of St. Louis has been awarded an FY2015 Continuum of Care Planning Grant in the amount of \$336,892 in total costs (the “Planning Grant”) for two separate but related projects. The funding was requested and received to assist the City of St. Louis, as Collaborative Applicant, to dramatically lower what has been one of the single greatest barriers to this community’s progress in timely meeting the fundamental goals of “Opening Doors - Federal Strategic Plan to Prevent and End Homelessness.”

Regional fractionalization and failures of coordination and participation of public and private agencies throughout multiple continuums of care making up the St. Louis Region have contributed to missed opportunities to prevent and end regional problems of homelessness.

CoC efforts lose focus and impact when they are diffused in response to an uncontrolled flow of persons residing across six continuums of care (IL-504, IL-508, MO-500, MO-501, MO-503, MO-506) serving the St. Louis Metro area.

All of the CoC’s are part of a compact region of urban and suburban counties and are contiguous or nearby the St. Louis City CoC. With greater coordination and participation, regionally, the St. Louis City CoC and the greater St. Louis Community can accelerate efforts to end homelessness.

This begins by gather and considering information on how as a regional community we can better and more effectively work together to prevent and end homelessness among veterans, to finish the job of ending chronic homelessness, to prevent and end homelessness for families, youth and children and to set on a path to end all types of homelessness in all of our regional communities.

### **Regional Planning Project -- \$200,000**

Thus the City of St. Louis, in collaboration with the Continuums of Care in the City of St. Louis and St. Louis, St. Charles, Lincoln, and Warren Counties in Missouri and Madison and St. Clair Counties in Illinois, seeks to convene an unprecedented regional planning process.

A total of up to \$200,000 of planning grant funds are available to fund a proposal submitted in response to this Request for Proposals for expert and technical advice and assistance to organize, engage, convene and document a formal regional CoC planning process to be completed by December 31, 2017. The object of the process would be to develop a regional analysis and framework, including through use of social service data that would reveal opportunities for increased regional participation and coordination of homeless services.

Proposals should include a description of how expert advisors or consultants would assist the City of St. Louis and CoC and their regional partners to develop a work plan for the project at its inception an, provide updates and progress reports not less than every 60 days, and produce a final progress report within 30 days of the project’s completion. Proposals also should include, and budget for, an independent evaluation of the project.

Proposals may be submitted by a single qualified agency that would provide all project services (a “Solo Proposal”) or a single qualified agency proposing to work collaborative by subcontracting some project services to other qualified agencies (a “Collaborative Proposal”).

The Regional Planning Project budget was derived on the assumption of 1,538 hours at a cost of approximately \$130 per hour, but that does not prevent an applicant from proposing as part of

this competitive process other hourly rates and total hours, provided the budget does not exceed \$200,000 for all costs sought to be reimbursed.

In addition to the \$200,000 in available planning grant funds to support the Regional Planning Process, the United Way of Greater St. Louis has pledged to assist the Regional Planning Process with \$50,000 of **in kind** support.

The proposed project has as an end date of December 31, 2017.

**Strengthening St. Louis City CoC for Regional Leadership  
and as a Collaborative Partner in the Region -- \$136,892**

A second aspect of the Planning Grant is that a total of up to \$136,892 in planning grant funds is available to fund a proposal submitted in response to this Request for Proposals for expert and technical assistance to assist the City of St. Louis, as collaborative applicant, and the St. Louis City CoC. The project's purpose is to strengthen and sharpen the St. Louis City CoC's capacity to provide regional leadership and serve as a collaborative partner in homeless services by assisting the City of St. Louis, as Collaborative Applicant, and the St. Louis CoC, to gain greater expertise and effectiveness in project evaluation, monitoring activities, CoC application activities, and HUD compliance activities.

Proposals should describe how expert and technical assistance in each of these areas could be focused on coordinated entry and project evaluation in what increasingly should become a coordinated, regional homeless service system. Under HUD compliance activities, the proposal should describe how expert and technical assistance could be applied to expand active membership in the St. Louis City CoC to include a broader representation of regional stakeholders beyond homeless service providers and agencies.

The Strengthening St. Louis City CoC for Regional Leader budget was derived on the basis of allocating \$34,223 (approximately 263.25 hours at \$130 per hour x 4 planning grant areas) in expert and technical advice to assist the City of St. Louis, as Collaborative Applicant, and the St. Louis City CoC **in each** of following four eligible planning grant areas: (a) project evaluation (for CoC and ESG projects), (b) project monitoring activities, (c) CoC application activities, and (d) HUD compliance activities.

Nothing prevent an applicant from proposing as part of this competitive process other hourly rates and total hours, provided the budget does not exceed \$34,223 for all costs sought to be reimbursed in each of the foregoing eligible planning grant areas and the total budget does not exceed \$136,892.

The proposed project has as an end date of December 31, 2017.

**Proposals for either or both Planning Grant Projects**

Applicants responding to this RFP may submit proposals for either or both Planning Grant Projects.

Applicants that submit proposals for both the Regional Planning Project and the Strengthening St. Louis City CoC for Regional Leadership Project should include for each project a separate proposal narrative, a separate service plan and a separate budget, and also include an additional separate section identifying and describing what they believe are the advantages and/or economies achieved by selecting a single agency (Solo or Collaborative) for both projects.

## **PROPOSAL REVIEW PROCESS**

Applicants must make themselves available for interview by a review panel organized by the St. Louis City Continuum of Care and consisting of representatives of communities and Continuums of Care throughout the St. Louis region that may be participating in the Regional Planning Process (the "Review Panel").

The Review Panel may rank and review all proposals and present its analysis and recommendations regarding selection to the Department of Human Services for consideration in the selection(s) made under this RFP.

### **Proposals will be funded based on the following:**

- The applicant's experience in engaging in the activities of the Regional Planning Project and/or the Strengthening St. Louis City CoC for Regional Leadership Project, including by providing similar technical assistance and consulting services to other Continuums of Care nationally in such matters.
- The applicant's knowledge of the St. Louis Region, and social service delivery throughout the region, including programs that make up the Homeless Service delivery system in the City of St. Louis and throughout the other Continuums of Care providing homeless services in the St. Louis region.
- The applicant's knowledge and experience in developing a regional multi-jurisdiction strategic plan in social service delivery, with a special emphasis on collaboration in the Missouri-Illinois counties in the St. Louis region.
- The applicant's availability to meet and confer with programs and the CoC communities to get direction, understanding and provide guidance toward the project goals.
- The applicant's direct experience in providing or supervising services that are (a) funded by the U.S. Department of Housing and Urban Development's Continuum of Care Grant, and (b) in the activities that make up the Regional Planning Project and or/ the Strengthening St. Louis City CoC for Regional Leadership Project.
- The applicant's ability to adequately describe and address the requirements set out in the RFP.
- The applicant's depth of understanding of community resources, including the composition, strengths, weakness, capacity, and needs of Homeless Service and other service agencies, in achieving the goals of the projects subject to this RPF – such that the applicant could immediately begin productive work under the Regional Planning Project and/or for the Strengthening St. Louis City CoC for Regional Leadership 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. Availability of financial and operating resources as required to perform the work.
- The applicant's ability of the applicant to meet statutory, regulatory and ordinance requirements.
- The applicant's M/WBE and/or DBE participation.

**City of St. Louis  
2015 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. Amount requested for:  
Regional Planning Project: \$ \_\_\_\_\_  
Strengthening St. Louis City CoC for Regional Leadership Project: \$ \_\_\_\_\_
7. Requested amount(s) reflects: \_\_\_\_\_% of the total agency's budget of \$ \_\_\_\_\_
8. Amount of funds agency has received from other City Department/Agencies, annually, for each past three years: \$ \_\_\_\_\_

**ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING**

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

<p><b><u>Project Proposal</u></b></p> <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Capacity and Experience</li> <li>• Service Plan</li> <li>• Project progress tracking &amp; reporting</li> <li>• Means of independent project evaluation</li> <li>• Advantages/economies of single agency selected for both projects (for applicants who apply for both)</li> </ul>	<p><b>Required attachments:</b></p> <ul style="list-style-type: none"> <li>• Evidence of 501 (c) 3 status, if applicable</li> <li>• Organizational Chart</li> <li>• Current List of the Board of Directors, if applicable</li> <li>• Federal Form 990, if applicable</li> <li>• Job Descriptions</li> <li>• Detailed Budget</li> </ul>
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**Narrative:**

The narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the 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 proposed Planning Grant Project, as well as a timeline for the planning, process and completion of the project.

**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.