



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
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**2015  
EMERGENCY SHELTER  
REQUEST FOR PROPOSALS  
(RFP)**



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2015 EMERGENCY SHELTER  
REQUEST FOR PROPOSALS

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

2010, 2013, 2014 & 2015 Emergency Solutions Grant (ESG)

with potential funding support from

City of St. Louis Affordable Housing Trust Fund

**This Request For Proposal is specifically for the provision of service in establishing of beds for Emergency shelter. Only proposals for providing Emergency Shelter Beds will be accepted.**

Beginning Monday February 23, 2015, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

All questions should be referred **by email only** on or before Friday, March 6, 2015, to:

Eddie Roth, Director  
and  
Justin Jackson, MPA  
Homeless Services Division  
Department of Human Services  
**rothe@stlouis-mo.gov**  
**jacksonju@stlouis-mo.gov**

**Proposals must be returned to the above address by 4:00 p.m. Wednesday, March 11, 2015.** All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time will not be accepted. Incomplete proposals will not be considered.

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

## 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 coordinates and assists the local St. Louis Continuum of Care (CoC). The Homeless Services Division and the CoC's strategy represents maximum participation of community-wide organizations and providers to meet the full spectrum of need of individual and families that are homeless, as well as to identify gaps and priorities in the provision of services to individuals and families that are homeless. The CoC identifies, coordinates and evaluates the needs of individuals and families that are homeless and then provides linkages to emergency shelter and to private, public, and non-profit 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 individuals and families that are homeless.

The local Continuum of Care strategy is 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.

It is time to change emergency shelter for people who are homeless in the City of St. Louis. It is not good enough to warehouse people for a night, in substandard conditions, give them two meals, and then send them on their way to fend for themselves until dark comes again. Certainly, providing temporary food and shelter is necessary, and at times, lifesaving. But, it is just as important to spend the time, energy, and money to help people who are homeless live a more dignified and safe life. That means supplementing traditional emergency shelters with uniform and centralized intake, rigorous assessment, and case management to shorten stays and connect people to stable transitional and permanent housing as way to leave life on the streets. Our goal must be to reduce homelessness, not enable it.

The expansion of overnight emergency shelter beds, both through Expanded Existing Facilities and New City Facilities, contemplated by this Request for Proposals is part of a larger initiative by the City of St. Louis and members of the St. Louis Continuum of Care in which persons who are homeless and who seek emergency shelter will receive uniform and centralized intake, rigorous needs assessment, case management and tracking, all for the purpose of providing service that will help shorten stays in emergency shelter and more promptly connect people who are homeless to services and resources that will enable them to attain greater independence and self-sufficiency through stable transitional and permanent housing.

As part of this initiative, members of the St. Louis Continuum of Care are being asked how, under current funding, they could assist in meeting the needs of persons seeking emergency shelter at New City Facilities and Expanded Existing Facilities, once established, such as by assisting in assessments and connecting persons in emergency shelter to social services and community resources that help them remove barriers to housing and self-sufficiency and advance them toward housing.

When appropriate, future funding processes for homeless services in which the City of St. Louis participates will give preference to proposals in which eligible services focus on providing

assistance to persons in emergency shelter, moving them forward with their lives, out of shelter and toward permanent housing.

The Expanded Existing Facilities and New City Facilities start with safe, clean, well-managed, lower-density facilities that are good neighbors and are accountable to the public.

Their true success rests on how quickly the people who seek shelter move to permanent housing.

For many years, the City of St. Louis and generous givers to the United Way, Catholic Charities and other nonprofits and faith groups that serve people in need have done most of the work to help men, women and families who are homeless.

Many people who live in other communities and fall into homelessness leave their home communities and seek help in the City of St. Louis. That's because the City of St. Louis welcomes all people, including people from St. Louis County, St. Charles County and Madison and St. Clair Counties, Illinois, who fall into homelessness.

The City of St. Louis needs neighboring communities and counties to join this effort. We will continue to offer help but we need our neighbors to do more for their own citizens.

The City of St. Louis and its Continuum of Care, as part of this initiative, also will seek to involve and gain the assistance of St. Louis County, St. Charles County and, in Metro East, St. Clair County and Madison County.

The City of St. Louis and its Continuum of Care will work with neighboring counties and communities to creating more emergency shelter in communities outside the City of St. Louis, and assist neighboring communities create affordable housing for people who are homeless, including supportive housing for some of their most vulnerable citizens – such as people with chronic, serious mental illness – so they can live safely, off the street, as good neighbors.

## **INTENT**

The Department of Human Services is seeking to secure provider/s:

- To add a total of 200 - 250 new emergency shelter beds;
- To expand the number of emergency overnight shelter beds available at existing facilities 365 days per year at which experienced applicants provide or could provide service to men or women or families or who are homeless ( "Expanded Existing Facilities)
- to operate up to two (2), twelve to fourteen hours (12 to 14) hour 365 days per year emergency shelters in facilities supplied by or through the Department of Human Services as part of the Continuum of Care (the "New City Facilities")

all to supplement existing emergency shelters and beds currently funded by Emergency Solution Grant Funding provided by the US Department of Housing and Urban Development.

The Expanded Existing Facilities and New City Facilities must be fully operational on or before April 12, 2015.

## **Expanded Existing Facilities**

The City of St. Louis is seeking to expand the number of Emergency Shelter overnight beds through an increase of available beds at existing facilities by experienced agencies that provide service to men or women or families that are homeless, including emergency shelter or transitional housing. The Expanded Existing Facilities must be lawfully occupied or capable of quickly being made ready for lawful occupancy. The additional of beds would serve, single men, men with children, and family units (men and women with or without children), and in the aggregate from multiple facilities may total 75 to 125 beds. Applicants proposing Expansion Facilities should factor in facility operations cost (electric, gas, water, sewer, or building insurance), and supplies (cots, blankets, laundry) and operating expenses (food costs, transportation of clients), in addition to line and supervisory shelter staff.

## **New City Facilities**

The locations for the shelters and the populations to be served within those facilities will have been pre-identified by and the physical plants will be supplied by or through the City of St. Louis as follows to accommodate the following number of individuals:

Facility 1 –To be identified – Average Daily Census of 75 beds, for Men Only

Facility 2 -To Be Identified – Average Daily Census of 50 beds, for Women or Women and Children Only

The number of beds provided at such New City Facilities may vary, from night to night, depending upon demand and providers must plan to expand the number of beds made available at each facility on cold weather nights when the temperature is around or below 20 degrees Fahrenheit.

\* \* \*

Selection preference will be given to applicants that have strong service experience and records, and may be given to applicants consisting of more than one agency, when the collaborating agencies have complementary strengths and proven ability to leverage existing resources in ways that will enhance their ability to administer and deliver shelter services at the facilities at a reasonable cost. Applicants must budget for the ordinary staffing of the shelter need to provide a safe and secure environment for shelter guests and the neighboring community, and to ensure good order and to maintain the facility while operated as an emergency shelter. Applicants should not factor in facility operations cost (electric, gas, water, sewer, or building insurance) for the New City Facilities, but may budget for supplies (cots, blankets, laundry) and/or other operating expenses (food costs, transportation of clients) if the applicants believe they could provide such supplies and operating expenses at costs less than what would be incurred if purchased or bid for separately.

Bidders may elect to apply to operate Expanded Existing Facilities as well as one or both of New City Facilities, and if so must specify this in their response to this RFP.

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**ALL DOCUMENTS MUST BE INCLUDED  
TO ENSURE APPLICATION WILL BE CONSIDERED FOR FUNDING**

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

- The extent to which the proposed project fills a gap in the community's Continuum of Care and addresses the issue of Emergency Shelter
- The applicant's ability to supplement/match the proposal with funding other than Continuum of Care, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs, or any other federally funded program
- Applicant is a non-profit organization in good standing
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless and the quality of the program/services it provides
- The applicant's ability to adequately describe and address those requirements set out in the RFP
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships
- The degree to which performance measures relate to attainable outcomes
- Organizational experience and experience level of key staff
- The extent to which applicant leverages resources
- Participation by homeless populations in decision-making and project operations
- Past performances of programs and agencies previously funded by the Department of Human Services

This section contains information specifically for ESG funding

## ESG -- Emergency Solutions Grant

ESG funds are available to provide services as defined with the Emergency Solutions Grant Program, under 24 CFR Part 576 Sub-Part B § 576.100 for the General provision and expenditures limits.

**EMERGENCY SHELTER (576.102)**, as referenced, includes any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

- 1 The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant;
- 2 The costs of child care for program participants;
- 3 The costs of improving knowledge and basic educational skills;
- 4 The costs of employment assistance and job training programs;
- 5 The costs for the direct outpatient treatment of medical conditions, provided by licensed medical professionals;
- 6 The hourly fees for legal services, as limited to the subject matters of child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants;
- 7 The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness;
- 8 The costs of direct outpatient treatment by licensed professionals of mental health conditions, to the extent that other appropriate mental health services are unavailable or inaccessible within the community;
- 9 The cost of substance abuse treatment services provided by licensed or certified professionals, to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community; and
- 10 The transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities.

**MATCH REQUIREMENTS** are required through supplemental funds (cash, volunteer time, in-kind service or donations) from sources other than this Emergency Solutions Grant (ESG) in an amount that equals the amount of ESG funds provided by HUD.

**City of St. Louis Department of Human Services  
2015 Emergency Shelter  
REQUEST FOR PROPOSALS (RFP)  
Application**

**1. Name of Applicant(s):** \_\_\_\_\_

**2. Name of Program:** \_\_\_\_\_

**3. Program Address:** \_\_\_\_\_

**4. Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**5. Contact Person & Title:** \_\_\_\_\_

**6. SELECT ONLY ONE OF THE FOLLOWING CATEGORIES:**

**2015 Emergency Solutions Grant (ESG): Emergency Shelter**

**Expanded Existing Facilities**

- 0-25 beds
- 26-50 beds
- 51-100 beds

**New City Facilities**

- Facility 1 - 75 beds – men only
- Facility 2 - 50 beds -- women & children only

**7. Target Population (select one or multiple):**

- Single Men       Single Women       Women w/ children       Men w/children or 2 parent families w/or w/o children

**8.** Requested amount reflects: \_\_\_\_\_% of the program/project budget of \$ \_\_\_\_\_  
Requested amount reflects: \_\_\_\_\_% of the total agency's budget of \$ \_\_\_\_\_  
Is this program/project currently in existence?  Yes    How many years? \_\_\_\_\_  No  
Annual amount of funds received from other City of St Louis Agencies? \$ \_\_\_\_\_



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

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

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

The narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the clients to be served and the cost of the proposed activities.

### **Client Population:**

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

### **Organizational Capacity and Experience:**

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

### **Service Plan:**

This section should show that the applicant provides a progression of services for each program participant based on individualized assessments. The plan should include services that meet the ability and needs of the participants. It should include case management that matches services and needs, tracks clients' progress and maintains program data for reporting. It should explain how services will be identified, how individual plans will be developed and implemented, how the case management enables that to occur.

### **Participant Tracking and Reporting:**

This section should describe a monitoring system that will enable: a) tracking participants through the progression of services being provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals and d) reporting data on client characteristics, use of services and expenditures to the funding agency.

### **Job Descriptions/ Resume:**

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

### **Detailed Budget**

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients and be for a period of 1 year.

**2015 BUDGET**

**Sample Budget**

**Expanded Existing Facility**

	<b>Year 1 Request</b>	<b>Year 1 Match</b>
<b>EMERGENCY SHELTER</b>		
<b>1. Shelter staffing</b>		
(salary,% time, fringe benefits)		
<b>Quantity:</b> \$xx,000/annually x 1 FTE fringe benefits	\$xx,000	\$xx,000
	\$x000	\$x,000
<b>2. Rent and Utilities (Shelter )</b>		
<b>Quantity or Pro rata share:</b> electric = \$x,000/mo; gas = \$x,000/mo	\$xx,000	\$xx,000
3. Food, supplies and other expenses		
<b>Sub-Total</b>	\$xx,000	\$xx,000
<b>Program Total</b>	<b>\$xx,000</b>	

**New City Facilities**

	<b>Year 1 Request</b>	<b>Year 1 Match</b>
<b>EMERGENCY SHELTER</b>		
<b>1. Shelter staffing</b>		
(salary,% time, fringe benefits)		
<b>Quantity:</b> \$xx,000/annually x 1 FTE fringe benefits	\$xx,000	\$xx,000
<b>2. Food</b>		
Xxxx @ \$x.xx/per meal	\$x,000	\$x,000
<b>3. Supplies</b>		
<b>Type and quantity:</b> xxx = \$xx /month; gas = \$1,000/month	\$x,000	\$x,000
<b>Sub-Total</b>	\$xx,000	\$xx,000
<b>Program Total</b>	<b>\$xx,000</b>	