



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

**2015**  
**EMERGENCY SHELTER**

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

**Emergency Shelter Management**  
**Men's Overnight Shelter**

**Amended Sept. 2, 2015 to**  
**extend closing date from Sept 9, 2015**  
**to September 30, 2015**





CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
2015 EMERGENCY SHELTER  
Emergency Shelter Management  
Men's Overnight 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:

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 emergency shelter management services for the men's overnight shelter. Only proposals for providing emergency shelter management services will be accepted.**

Beginning Thursday, August 20, 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/>

All questions should be referred **by email only** on or before Friday, **September 24, 2015**, to:

Eddie Roth, Director  
Department of Human Services  
**rothe@stlouis-mo.gov**

**Proposals must be returned to the above address by 5:00 p.m., Wednesday, September 30, 2015 (extended from original closing date of September 9, 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.

Starting on April 12, 2015, basic emergency overnight shelter for up to 125 single homeless men has been provided temporarily at the 12<sup>th</sup> and Park Recreation Center in the City of St. Louis ("Men's Shelter").

## **INTENT**

By this RFP, the Department of Human Services, Homeless Service Division seeks to contract with provider/s that will manage and provide for the safety and security of overnight guests at the Men's Shelter, and at such permanent facility to which the Men's shelter may be moved during the contract period. Such services include providing a safe, secure, clean and well ordered premises for the Men's Shelter and area immediately surrounding it, whether in its current temporary location and wherever it may permanently become situated, such that the Men's Shelter is seen as a good neighbor whose managers are responsive to and promptly and successfully address community concerns and complaints (collectively "Shelter Management").

Where temporarily situated, the Men's Shelter shares its facility with the Department of Parks, Recreation and Forestry, with guests brought in by bus from a downtown staging area each evening at approximately 6 p.m. and returned to the staging area by bus at or around 6:30 a.m. each morning.

A successful provider of Shelter Management will coordinate with one or more other agencies that provide coordinated intake, case management, information and referral and HMIS data collection and reporting and record keeping, and performance measurement and providing and connecting guests at the Men's Shelter with and to social services, benefits and community resources, as applicable, in accordance with standards and priorities set by the CoC that help to remove barriers to housing and self-sufficiency and advance people who are homeless out of shelter toward permanent housing.

For planning purposes, potential applicants should know that the maximum number of beds provided typically will not exceed 125 but may vary, from night to night, depending upon demand and weather conditions.

\* \* \*

Selection preference will be given to applicants that have strong service experience in shelter management

Service would commence on or about October 1, 2015.

\* \* \*

**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 intake, assessment, HMIS data collection, record keeping and case management in Emergency Shelter
- The applicant's ability to supplement/match the proposal with funding or in kind resources 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

# 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. 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**

To ensure consideration, all proposals submitted to the Department of Human Services should include the following items:

<p><b><u>Project Proposal</u></b> not to exceed 10 pages:</p> <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>	<p><b><u>Required attachment, not included in page limit:</u></b></p> <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 that will be met by a shelter manager.

**Organizational Capacity and Experience:**

The applicant should demonstrate a history of managing shelter for low-income individuals, especially single men, who are homeless. The applicant should provide outcome data from similar programs operated by the organization. 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 how the provider intends to staff and manage the Men’s Shelter and guests to ensure (a) the comfort, safety and security of guests, (b) that the Men’s Shelter is a good neighbor that is responsive to community complaints and concerns, and (c) the provider is a reliable collaborator with such other agencies as provide intake, assessment, coordinated entry, case management, and service referral.

**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.

	Year 1 Request	Year 1 Match
<b>EMERGENCY SHELTER MANAGEMENT</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>	