



Bidder's Conference
 Wednesday, June 6, 2018 – 10:00 am

2018 EMERGENCY SOLUTIONS GRANT (ESG)
 EMERGENCY SHELTER OPERATOR(S)
 BIDDLE HOUSING OPPORTUNITIES CENTER (BHOC) RFP

Agenda

- I. Welcome and Introductions
- II. Request for Proposal – Overview
 - I. Eligible Applicants
 - II. Funding Availability
 - III. Match
 - IV. Timeline
- III. Scope of Work
 - I. Day Services
 - II. Case Management
 - III. Overnight Shelter Services
- IV. Continuum of Care (CoC) Requirements
 - I. Membership
 - II. Participation in Housing First and Coordinated Entry
 - III. HMIS
- V. Questions

Request for Proposal Overview

Eligibility Requirement

- Nonprofit organizations – evidence of 501(c) letter required

Funding Availability

- Anticipated Amount - \$515, 000
- Apply as a single agency proposal, collaborative lead proposal or collaborative proposal

Match

- 100% Match – cash or in-kind

Timeline

June 1, 2018	RFP Release
June 6, 2018	Bidder's Conference
June 22, 2018	Deadline to submit questions
June 29, 2018	Application Deadline
TBA	Agency presentation(s)
July 13, 2018	PSA Committee Approval
July 16, 2018	Notification of Award
August 1, 2018	Contract Start Date

Scope of Work: Services

- Over night shelter services for 101 single men and overflow shelter services during weather advisories
- Housing focused case management services
- Collaboration with Coordinated Entry
- Daily cleaning and maintenance of the facility
- Ensure security and control access to the building and its services
- Plan and schedule services/activities for participants during the day
- Outreach and Neighborhood Coordination
- Employ a professionally trained staff

Scope of Work: Requirements

- Must operate a Housing First and Low Barrier Shelter
- Must develop partnerships and collaborations/Improved Coordination of Services
- Must participate in the CoC Coordinated Entry System

CoC System Performance Goals

Reduce the number of persons who become homeless
 Reduce the length of time persons remain homeless
 Increase successful placement into permanent housing
 Reduce recurrence to homelessness after placement into permanent housing
 End veteran and chronic homelessness

Data Reporting and other Requirements

Collect and report participant-level demographics and services in participant files and in HMIS
 Implement policy and procedures to ensure privacy and the confidentiality of participant records for both paper files and electronic files

Shelter Operations Expectations

Monitoring entry and exits of the building
 Meal planning, preparation and service of breakfast or (provide take-away snacks), lunch and dinner
 Facility upkeep, cleaning and maintenance
 Mail distribution
 Participant access to showers
 Answer phones
 Operate client phone
 Implement daily communication of staff during shift changes that is also documented in logs
 Issue bed assignments

Shelter Operation Expectations continued

Implement locker assignments and locker cleanout procedures
 Provide ongoing Emergency Response training
 Manage all volunteers
 Conduct data entry into HMIS in accordance with CoC HMIS Policy & Procedural Manual
 Coordinate and collaborate with Services Providers, Coordinated Entry (CE), Outreach Workers, Hospitals, Police, DHS and CoC
 Provide ongoing staff training in First Aid, CPR, Narcan, Conflict De-escalation Techniques and Non-Violent Crisis Intervention

Housing Focused Case Management

Provide Client Orientation
 Collaborate with CE Provider and Provider of Services in BHOC
 Collaborate with ALL Outreach Providers in St. Louis City and County
 Collaborate and coordinate with Hospitals and Police
 Provide Housing Focused Case Management
 Issue Intake on individuals/families seeking services at BHOC
 Provide appropriate referrals to individuals/families at-risk or experiencing homelessness

- Linkage to Housing (Safe Haven, RRH, TH, PSH, PHA, and unsubsidized private landlords)
- Linkage to mainstream resources

Housing Focused Case Management continued

Assist participants with obtaining ID's, Birth Certificates, Bus Passes, Transportation, Special accommodations
 Participate in weekly housing meetings and collaborative Case Management
 Enter Data into HMIS as outlined in the Continuum of Care HMIS Policy and Procedures Manual
 Provide/coordinate onsite programming
 Manage Volunteers and Interns
 Document services provided in case files and HMIS
 Provide on-going staff training in Housing First, Trauma Informed Care, Mental Health, Substance Abuse Disorders, Homelessness, Motivational Interviewing and Progressive Engagement, First Aid, CPR, Narcan, De-escalation Techniques, Non-Violent Crisis Interventions

Continuum of Care Requirements

Membership
Participation in Housing First Practices
Participation in Coordinated Entry
Participation in HMIS

Application Deadline

Applications must be received by the City of St. Louis
Department of Human Services – Homeless Services Division
by: **Friday June 29, 2018 at 5:00pm**

Applications shall be delivered to:
Dept. of Human Services – Homeless Services Division
1520 Market Street
Suite 4065
St. Louis, Missouri 63103

Questions

Deadline to submit questions – **Friday June 22, 2018**

Direct all inquiries to:

• **Edwin Muhammad**
Chief Program Manager
Dept. of Human Services – Homeless Services Division
muhammade@stlouis-mo.gov