

2018 Biddle Housing Opportunities Center (BHOC) RFP Questions and Answers

1. Does it mean there is a total of \$515,000 in money available?

Yes, \$515,000 is available for the operations of Emergency Shelter Operations at Biddle Housing Opportunities Center as outlined in the Scope of Services in the Request for Proposal.

2. Can you please explain the matching aspect?

The Code of Federal Regulations provide the matching requirements for use of Emergency Solution Grant Funds. Matching Fund requirements can be found in 24 CFR 576.201 and CFR 200.306.

§576.201 Matching requirement.

(a) The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the recipient's fiscal year grant for ESG. This amount may include contributions to any project under the recipient's ESG program, including any subrecipient's ESG project, if the requirements in this section are met. The first \$100,000 of a State's fiscal year grant is not required to be matched, but the benefit of this exception must pass to the state's subrecipients that are least capable of providing matching contributions. The match requirements under this section do not apply if the recipient is a territory.

(b) To be recognized as match for ESG, each contribution must meet the requirements under 2 CFR 200.306, except that:

(1) Notwithstanding 2 CFR 200.306(b)(4), matching contributions are not subject to the expenditure limits in §576.100; and

(2) Notwithstanding 2 CFR 200.306(b)(5), the recipient may use funds from another Federal program as match for ESG, unless doing so would violate a specific statutory prohibition or the recipient or subrecipient counts ESG funds as match for that program.

(c) The recipient may count as match the value specified in 2 CFR 200.306(d) for any building the recipient or subrecipient donates for long-term use in the recipient's ESG program, provided that depreciation on the building is not counted as match or charged to any Federal award. If a third party donates a building to the recipient or subrecipient, the recipient may count as match either depreciation of the building and fair rental charges for the land for each year the building is used for the recipient's ESG program or, if the building is donated for long-term use in the recipient's ESG program, the fair market value of the capital assets, as specified in 2 CFR 200.306(h)(2), (i), and (j). To qualify as a donation for long-term use, the donation must be evidenced by a recorded deed or use restriction that is effective for at least 10 years after the donation date. If the donated building is renovated with ESG funds, the minimum period of use under §576.102(c) may increase the period for which the building must be used in the recipient's ESG program.

(d) *Eligible types of matching contributions.* The matching requirement may be met by one or both of the following:

(1) *Cash contributions.* Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) *Noncash contributions.* The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) *Calculating the amount of noncash contributions.* (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

(f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

[76 FR 75974, Dec. 5, 2011, as amended at 80 FR 75939, Dec. 7, 2015]

§200.306 Cost sharing or matching.

(a) Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity. Criteria for considering voluntary committed cost sharing and any other program policy factors that may be used to determine who may receive a Federal award must be explicitly described in the notice of funding opportunity. See also §§200.414 Indirect (F&A) costs, 200.203 Notices of

funding opportunities, and Appendix I to Part 200—Full Text of Notice of Funding Opportunity.

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under Subpart E—Cost Principles of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

(c) Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

(d) Values for non-Federal entity contributions of services and property must be established in accordance with the cost principles in Subpart E—Cost Principles. If a Federal awarding agency authorizes the non-Federal entity to donate buildings or land for construction/facilities acquisition projects or long-term use, the value of the donated property for cost sharing or matching must be the lesser of paragraphs (d)(1) or (2) of this section.

(1) The value of the remaining life of the property recorded in the non-Federal entity's accounting records at the time of donation.

(2) The current fair market value. However, when there is sufficient justification, the Federal awarding agency may approve the use of the current fair market value of the

donated property, even if it exceeds the value described in (1) above at the time of donation.

(e) Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances in which the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market in which the non-Federal entity competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

(f) When a third-party organization furnishes the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable, and indirect costs at either the third-party organization's approved federally negotiated indirect cost rate or, a rate in accordance with §200.414 Indirect (F&A) costs, paragraph (d), provided these services employ the same skill(s) for which the employee is normally paid. Where donated services are treated as indirect costs, indirect cost rates will separate the value of the donated services so that reimbursement for the donated services will not be made.

(g) Donated property from third parties may include such items as equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Value assessed to donated property included in the cost sharing or matching share must not exceed the fair market value of the property at the time of the donation.

(h) The method used for determining cost sharing or matching for third-party-donated equipment, buildings and land for which title passes to the non-Federal entity may differ according to the purpose of the Federal award, if paragraph (h)(1) or (2) of this section applies.

(1) If the purpose of the Federal award is to assist the non-Federal entity in the acquisition of equipment, buildings or land, the aggregate value of the donated property may be claimed as cost sharing or matching.

(2) If the purpose of the Federal award is to support activities that require the use of equipment, buildings or land, normally only depreciation charges for equipment and buildings may be made. However, the fair market value of equipment or other capital assets and fair rental charges for land may be allowed, provided that the Federal awarding agency has approved the charges. See also §200.420 Considerations for selected items of cost.

(i) The value of donated property must be determined in accordance with the usual accounting policies of the non-Federal entity, with the following qualifications:

(1) The value of donated land and buildings must not exceed its fair market value at the time of donation to the non-Federal entity as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by a responsible official of the non-Federal entity as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) (Uniform Act) except as provided in the implementing regulations at 49 CFR part 24.

(2) The value of donated equipment must not exceed the fair market value of equipment of the same age and condition at the time of donation.

(3) The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

(4) The value of loaned equipment must not exceed its fair rental value.

(j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.

(k) For IHEs, see also OMB memorandum M-01-06, dated January 5, 2001, Clarification of OMB A-21 Treatment of Voluntary Uncommitted Cost Sharing and Tuition Remission Costs.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

3. What will the City be responsible for related to Biddle House?

The City of St. Louis maintains ownership of the facility and grounds associated with 1212 N. 13th St., property known as Biddle House. The City of St. Louis will be responsible for the following expenses, repairs and purchases associated with:

- Appliance Repair Parts
- Carpentry Supplies (door hardware, flooring, glass, ceiling, window & wall systems)
- Electrical Supplies (lighting, preventive & repairs)
- Housekeeping supplies (paper towels, tissue, hand soap, Laundry, chemicals, etc)
- Housekeeping Equipment Supplies
- HVAC Supplies (air-filters, drive belts, lubrication, preventive & repairs)
- Plumbing Supplies (cabling, preventive & repairs)
- HVAC Components (motors, compressors, ventilation assemblies, coils, etc.)
- Electrical Components (switch panel boards, transformers, etc.)

- Housekeeping Equipment (auto-scrubber, carpet cleaning machine, etc.)
- Electrical Contract Service
- Fire & Security Alarm Contract Services (monitoring, inspection, maintenance, repair & annual certification)
- Fire Extinguisher Contract Service (fire extinguisher, kitchen hood suppression system, & K-class extinguisher annual certifications) – including 5-year DOT certification & backflow prevention
- Fire Sprinkler Protection System Contract Service (inspection, maintenance, repair & annual certification) includes wet & dry pipe systems & air compressor
- HVAC Building Automation & Control System Contract Service
- HVAC Contract Service
- HVAC Water Treatment Contract Service
- Kitchen Hood Cleaning Contract Service
- Laundry Equipment Contract Service
- Mat Contract Services
- Pest Control Contract Service (including rodent, lice & bed bug control)
- Painting & taping contract service
- Plumbing Contract Service (cabling, backflow certification, repairs, etc.)

The expectation is that your staff will work with our contractors to ensure that they have access to fix issues, you're aware of any issues, and report any issues to us as well. So, there is definitely a partnership within that. There is also a laundry facility in there, which the expectation is anything related to overnight shelter or the showers are washed daily. We also budgeted some additional security support at this time. Again, we are working in partnership with the selected contractor. It is a partnership that has to happen. There is support from DHS and SLMPD as well. There is also phone and electric.

4. Is the case management in addition to Coordinated Entry (CE) case managers, is the case management only for the shelter residents or people coming in during the day, and how does that work?

Case management with this particular project will be separate from CE. Case management will be required for those who are participating in overnight shelter and for those that show up at the door during day services. Especially those who are not connected with other organizations. Some participants who might be participating in other homeless programs might take advantage of some of the programs being offered at Biddle House, but they might currently be up under case management. So, as people walk through the doors each day seeking services, we're hoping that they'll be engaged, and for those who are homeless and not connected then there will be an expectation that they'll be referred to CE where they can be put into HMIS, so they can be assigned a case manager to help them work towards housing.

4a. Are there CE case managers there, plus shelter case managers?

Yes. Just for clarification, CE is a separate function from the case management services that have to happen at Biddle House. We need to start moving the individuals that go to Biddle

House as quickly as possible to housing and have focused case management and central people to that. CE is separate in terms of the functions there because we are matching people to housing. So, case management needs to work in coordination with CE but in terms of the function of Biddle House itself we are looking for case management services for the folks that are getting services there. When we looked at this particular RFP, we wanted to bring disparities to that, because it was not clear in the past.

4b. Is Biddle House just the emergency shelter or Biddle House meaning people coming in during the day? So, the case managers would not only serve the 198 people in the shelter, but also anyone coming in during the day for this RFP?

Yes and the other side of this too is the monitoring your access to Biddle House and making sure that is a very organized and coordinated process as well. In addition to the overnight shelter which you want to try and get people out of your overnight shelter as quickly as possible, so you can keep space open and use the space truly as an emergency shelter. It is also triaging people that come in the daytime to be connected to other services as well. They might not always be Biddle House night services. It could be that they need some other service out in the community. So, that triage piece is important as well. Now in terms of your application that is what you want to reflect in it is what would that process would look like specifically.

4c. So, that could be 150 people a day, and 198 in the shelter, plus those coming in?

Potentially, but what is your internal process to kind of handle that as well and make sure people get connected to the appropriate services that meet their needs at that point in time.

5. Is it separate funding for Coordinated Entry and the Shelter?

Yes

6. Will the City be advising the agency how many case managers need to be onsite or will that be up to the agency?

The number of case managers you have on staff per shift would depend on the need and the type of programs that need to be provided. It would definitely appear during the day services that typically from anywhere from 7am-6pm when you have a majority of individuals coming in seeking services it would be great to see case managers present and ready to engage everyone that is either living in the overnight shelter or people coming through the door seeking services. We look for you to explain in your proposals how you intend to manage the individuals coming who have needs with case management staff that will be necessary to meet those needs.

6a. Does case management at Biddle end once a client moves onto another housing provider, or does it continue to follow on or are there additional responsibilities to that?

The way CE is setup with all the housing projects, support services are tied with housing projects. When a client who is currently living in an overnight shelter ends up getting into a housing program and they are successfully placed, then at that particular point it is no longer necessary for BHOC applicant to continue those case management services. Once they enter

into permanent housing, there are support services, which also includes case management that will follow them continuously in permanent housing.

7. Since it is an emergency men's shelter, would the case managers work with women and families that came in looking for services?

When they show up at BHOC instead of telling them this is just a night shelter, they should be engaged and linked to services like CE or the housing helpline to make sure they are referred to the most appropriate services instead of just turning them around and having them leave.

8. Is the RFP designed for existing shelter services or new shelter services?

BHOC is in existence, so we are looking for anyone that feels they can meet the requirements of the RFP, but it is not for a new program outside of that.

8a. Can that be a new organization for the shelter operations?

Yes.

9. What are the expectations regarding outreach?

The expectations that we have regarding outreach is for those individuals who might be homeless whether they might be coming into the facility to engage services with the staff or those who we know in the past who might just be coming for meals and they might be homeless, but not necessarily willing to engage services at that time. We would like to see ongoing outreach to these individuals that might be in a one or two block radius of the actual facility that we know that they are homeless. We want to always be offering services to them, and engaging them with mention to homeless services.

10. Will there be a separate RFP for CE funds?

Yes.

10a. What is the timing of that?

We have been looking at the options on how we can best fund CE long term. CE being more suited for CoC (Continuum of Care) Funds, we're having conversations with CoC on how we can totally have CE funded out of CoC. So, those conversations are taking place at this time, and as we move forward, we will have more answers on that question for those who want to know what would be the funding sources in the future for CE.

11. Will there be any priority for medically frail people based on need as opposed to first come, first serve at the shelter?

The CE for the St. Louis City CoC has already set prioritization as it relates to those who have frailty and how when the VI-SPDAT (Vulnerability Index: Service Prioritization Decision Assistance Tool) is done and how they are prioritized for assistance. So, that is already in place.

11a. What about shelter space?

We can have those conversations with the St. Louis City CoC on whether or not they want to enter into those discussions on how we can best prioritize shelter beds for those who are most vulnerable. I think we should be doing that every day.

12. Will the costs of trainings be covered in the budgeting of the \$515,000?

Yes, if there is cost associated with those trainings then you'll want to budget it into the amount Allocated of \$515,000. A lot of the training is also offered free from departments like trauma informed and Narcan. One of the bases of your application is showing how you leverage these partnerships and collaborations in it as well. We have put a list of the trainings we do want to see and some the City is going to provide with our partner agencies and departments. If there is additional training than that, then great, but it is going to be a mixture.

12a. Would that be the same for the IDs, birth certificates, bus passes?

The IDs the City of St. Louis will be providing to the provider of shelter services and day services. When it comes to picture IDs, there are other resources throughout the community that already have funding to supply those needs.

13. Do we need to include overflow cost in the budget?

Yes.

14. What type of service and qualification is needed for the twenty-four hour triage, for example 2:00 am?

When it comes to triage for those that might show up in the middle of the night whether they just walk up and knock on the door or whether or not someone dropped them off, there's an expectation there will be staff available that can help lead them to appropriate services. So, if women show up at the shelter, giving them the information that they would need to be linked to a women's shelter if needed or those showing up needing other services. If someone shows up overnight looking for day services and not looking for shelter placement, then they can be informed to come back during the day. People will be coming at all times during the day to BHOC, so there's an expectation that people will be engaged.

15. Is there a specific demographic the RFP is targeting?

The overnight shelter is for men only. The day program services is open for anyone (male, female, singles, families).

16. If there's an estimate in the agency's budget for a certain number of overflow days, and the weather creates an excess is there going to be any language in the contract to allow for recovery of funds over and above whatever was included in the contract for twenty days or whatever and how will that work?

As we move forward, we are not looking at trying to identify a certain number of days. We are looking more at when we are faced with inclement weather, whether it's one day a year or thirty or forty days a year. We are looking for the respondent to the RFP to be able to take into consideration that if we have to go into winter overflow what will be the additional staff that

will be needed and costs associated with staffing and supplies. That should be taken into consideration when looking at the budget, so you can deal with the costs when you have to increase staff to supply for overflow nights.

As you prepare your budgets, it will be good to go ahead and let us know in your budget how many days are estimated for extreme weather days. How many nights is it setup to cover based on the budget. Keep in mind this is not just during the winter, but for extremely hot days during the summer as well. This will open the door for further talks if it appears as though we need to have further discussions on what we might need to have as an amount of extreme weather days or overflow days needed in the future.

17. How are the outcomes going to be measured?

The CoC measurements that are set for shelters is definitely something we are going to be looking to be met here. That requires documentation in HMIS, and that is backed up in client files. That they will be processed and moved towards housing fairly quickly and housing focused case management is a very critical key in helping to do that and will lessen the amount of days people remain homeless. We are also interested in those individuals who are able to increase their income and how they are being referred out to mainstream resources that will assist them with job placement or connections to other mainstream resources for social security disability, TANF, food stamps, and things of that nature. We want to be able to see how many individuals can get an increase of income through engagement of services. We're also looking at recidivism rate for those who end up getting housed and how many of them return back to homelessness, and we know that doesn't necessarily reflect back on the shelter component, but it's dealing with the housing component. We want to make sure we are assessing people based on what their true housing needs are and in the beginning, they will be referred to the right, appropriate housing intervention.

17a. What are we measuring reducing persons to become homeless with against? Is there an expectation that the shelter provider will provide diversion specialists and additional funding to move people on without entering the system?

When we look at those who are actually in the overnight shelter program who are up under direct case management services, we will be looking at trending. The length of stay from the previous year basis on how well we are doing with the number of individuals in the shelter to the previous year. So, we will look at trends. We will be looking at the date that they entered, the date they exited towards positive housing destination. We will be able to trend that out to see whether or not there is a decrease of individuals in shelter.

18. Because permanent is a precondition of Housing First, would CHMO still meet the requirements? We have crisis/transitional programs - neither are permanent.

We do not have a precondition that a person has to be in permanent housing in order to access services. The first prerequisite according to the regulations is they have to be homeless according to the HUD regulation, and participation in transitional housing is considered homeless.

- 19. On page 7, number 4, negotiation, the City reserves the right to negotiate final fees and scope of services with the selected Contractor. We know the top is \$515,000. So, are you going to negotiate downwards? There is no negotiation upwards?**

It is not that we are looking to negotiate downwards. We want to make sure that any negotiation leads to fulfillment of what we believe is necessary and required to have a successful project. We are not looking to negotiate down, and that is not the spirit of how we are doing this. Definitely if there is things that come up that needs extra consideration, we are going to sit down and have those discussions.

- 20. What about office furniture, cots, bedding, etc. Would they all be removed and need to be replaced or are they staying?**

All furniture, cots, and bedding, etc. will remain at the facility. The City of St. Louis will work with the provider to replace bedding and other shelter furniture as necessary.

- 21. If we were awarded the contract, would the basic plan be for SPC and P&P to continue operations until July 31st and then the new group take over Aug. 1st, or would there be a gradual phasing out and then our group fazing in?**

The current provider is obligated to provide services until July 31, 2018. If a new sub-recipient is selected to provide services at BHOC, a transition plan will be developed between the Department of Human Services, St. Patrick Center, Peter & Paul Community Services and the new provider to plan the efficient transition of roles leading up to August 1, 2018 which will be the start date of the new contract.

- 22. What is the procedure for agency presentations? What format - written or oral - and who is the intended audience.**

Respondents to the RFP need to prepare presentation that provide a summary of their proposal and how they intend to provide effective day and shelter operations at Biddle Housing Opportunities Center, as outlined in the RFP. The format of the presentation is expected to be oral. Respondents can utilize visual aids and other communication resources to convey their presentation. Respondents will be given 20 minutes to present and respondents should be prepared to answer questions from the panelist (presentation time could be reduced depending on the number of respondents presenting). City of St. Louis and Department of Human Services staff will be on the panel. The vetting of panelists is currently underway.

- 23. Can you provide more information regarding the ID printer you mentioned DHS would provide? I know there was an interest in access cards a while back and they were researched but not implemented. Please clarify.**

The Department of Human Services is looking to purchase an ID printer along with all the materials to better identify all participants who utilize Biddle Housing Opportunities Center services and to track type of services participants are engaging and requesting on a daily basis.

- 24. Will you provide more details about security. I believe you mentioned you would work with the agency so need clarification. We would like additional security. Also need info about equipment already in place for monitoring, such as Security Camera's.**

Security camera's are already in place at the facility. The respondent to the RFP should outline in their proposal, a plan on how they will manage the security of the building internally and externally. The City of St. Louis will continue to provide support to the provider when security issues arise that require the assistance of the St. Louis Metropolitan Police Department.

- 25. I guess I was thinking this RFP included Coordinated Entry also, but it looks like it isn't. Will SPC still continue with the Coordinated Entry part?, and if so please let me know how the space will be divided up between the two agencies to accommodate additional staffing of Case Managers.. Will SPC continue to have the PC lab and additional volunteers?**

St. Patrick Center is currently contracted to provide Coordinated Entry services for the CoC. Coordination of services and planning of office space will be discussed and worked out during the transition period if a new provider is selected.

- 26. Are you open to discussing the potential space problem that will incur with additional staffing?**

Yes, during the transitional period.

- 27. I know SPC had a robust Casserole program that provided most of the food. Do you know if the casserole women will still provide the food the majority of food? I know we would like to provide sack lunches for those working and leaving extremely early or getting back extremely late. When I worked there it seemed the staff did not have access to the kitchen - not sure, maybe they just said that. Also, there were other medical reasons when the kitchen needed to be accessed but wasn't.**

Respondents to the RFP cannot assume that any agency will continue to provide any operational services at Biddle Housing Opportunities Center without discussions of partnerships and written memorandums of understanding. The selected provider will have full access to the kitchen at Biddle Housing Opportunities Center.

- 28. How many clients were served in overnight shelter in a one-year period?**

753 men were served in BHOC emergency shelter during the calendar year January 1, 2017 - December 31, 2017.

- 29. How many were disabled with mental health issues, with physical disabilities?**

611 men served had some form of mental illness

473 men served had some form physical disability

- 30. How many were served through the SPC SOAR program this past year and # approved?**

The number of men who received SOAR assistance and were approved is unknown at this time.

- 31. How many active cases are currently opened?**

There is currently 101 men residing in the shelter as of 5/4/2018.

32. How many senior citizens came through the shelter in a year?

172 men (ages 55-61) were served in the shelter during the calendar year January 1, 2017 - December 31, 2017.

69 men (ages 62+) were served in the shelter during the calendar year January 1, 2017 - December 31, 2017.