



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

2018

**EMERGENCY
SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS
(RFP)**

Release Date: January 4, 2019
Due Date: January 18, 2019, 4 pm



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2018 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:

2018 Emergency Solutions Grant (ESG)

Applications will be accepted for the ESG Homeless Prevention category for specific activities as stated below.

Current ESG sub-recipients seeking funding for these funds are required to complete an application 2018 ESG funding.

Beginning January 4, 2019, RFP packets will be available for pick-up at the Homeless Services Division or the following website:

<https://www.stlouis-mo.gov/government/procurement/>

There will be no Bidder's Conference regarding this RFP. All other questions should be submitted on or before January 16, 2019, and should be referred to:

**Amy Bickford
Chief Program Manager
Department of Human Services
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103
bickforda@stlouis-mo.gov**

Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website.

Contact with Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, proposals must be submitted to the above address by 4:00 p.m. January 18, 2019. All applicants must provide six (6) copies of their proposal at the time of submission (please no staples). Proposals received after the aforementioned date and time, or incomplete proposals may be rejected. 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.

BACKGROUND

INTRODUCTION

The City of St. Louis seeks to use its federal Emergency Solutions Grants (ESG) funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness. Proposals for the City-administered ESG program are now being accepted.

Regulations specify that these funds be used, in combination with other federal, state and local funds, as part of a community-wide system of homelessness services. Under the HEARTH Act, ESG-funded organizations work closely with other community programs that, taken together, provide an array of housing opportunities intended to prevent and end homelessness for each household in need.

HUD, along with the City of St. Louis and its community partners, expects that this system of service makes steady progress toward reducing homelessness, including lowering the number of people entering the system, shortening the duration of homelessness, and limiting recurrent homelessness.

FUNDING SOURCE

The ESG program is funded by the U.S. Department of Housing and Urban Development (HUD) and is administered by the City of St. Louis Department of Human Services.

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate emergency shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.
- Support data collection and reporting efforts of the Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and sub-recipients.
- Prevent families and individuals from becoming homeless.

This RFP is a follow up to the previously issued RFP for the 2018 ESG program. The City of St. Louis has determined that a portion of funds not allocated previously need to be allocated for specific services under the Homeless Prevention category.

The Housing Helpline, being an integral part of Coordinated Entry, is a crucial service in the community and one of the primary places where prevention and diversion activities are initiated. This RFP will thus support the ongoing Homeless Prevention role of the Housing Helpline.

ESG Homeless Prevention funds will be utilized in providing prevention and diversion counseling services to clients that phone the homeless hotline in search of shelter and/or housing. By providing strong prevention and diversion counseling for steering persons away from entering shelters the local shelters will be better able to handle those that truly have no other resources and need extensive support and case management. In addition to prevention and diversion counseling these funds can be utilized for: referral to other wrap-around services, navigation of available housing and non-housing options, referrals to shelters when prevention and diversion fails, shelter bed count monitoring. Most importantly the City of St. Louis will expect at a minimum monthly data collection/reporting on services being provided with ESG Homeless Prevention funds.

APPLICATION REQUIREMENTS

The City of St. Louis is targeting these follow up 2018 ESG funds for Homelessness Prevention, and the allocation is **\$107,351**.

Please note the City of St. Louis has the discretion to change these allocations based on the quality and quantity of proposals received.

Private, nonprofit, tax-exempt organizations that plan to provide services for Rapid Rehousing and Homelessness Prevention services are eligible to apply.

Grant Term: One (1) Year

EXPECTATIONS and REQUIREMENTS:

Continuum of Care Participation: All sub-recipients must: a) participate in the Continuum of Care; b) participate actively in the CoC's Coordinated Entry System; and c) provide services consistent with a "Housing First" approach.

HMIS Utilization: The sub-recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the HMIS in accordance with HUD's standards on participation, data collection, and reporting requirements. The sub-recipient HMIS users are required to enter client-level universal data elements at a minimum into the HMIS system within 24 hours of entry into a project and complete appropriate discharge within 48 hours of exit from a project. Data must be entered for the ESG funded shelter program and all other residential programs serving homeless individuals and families. The data required for entry into HMIS includes the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Homeless Cause.

The sub-recipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The sub-recipient is required to update a client's status annually. These updates should be completed at intake and discharge and at client's annual recertification. DHS will monitor entry progress and data quality on a regular basis. For any questions related to implementing HMIS in your shelter, please contact the HMIS Lead – Institute of Community Alliances at (314) 655-4778.

As part of the application, the HMIS lead will provide you with a letter to confirm that your organization is an active user. For organizations that provide legal services or services to victims of domestic violence, a comparable HMIS system may be used. As part of the application, a letter from the HMIS Lead will be required to confirm that your client database system is able to generate the Consolidated Annual Performance and Evaluation Report (CAPER). If your database is not comparable, you may include in your budget the cost for data collection.

Match: The City also requires that each sub-recipient provides a 100% match. This match must be expended on ESG-eligible activities. Matching sources may include cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to supporting ESG-eligible activities during the period of the ESG sub-recipient agreement. Note that CoC HUD funds cannot serve as a match for ESG.

Claims For Reimbursement: Sub-recipient will be reimbursed for eligible expenses. Each claim submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to DHS within fifteen (15) calendar days after the calendar month in which the expenses are incurred or paid. Claims for reimbursement must be submitted to the DHS Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim.

ELIGIBLE ESG COMPONENTS:

Funding under this RFP will be provided for eligible activities under all ESG categories.

Homelessness Prevention:

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or a place not meant for human habitation.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

Housing relocation and/or stabilization services necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in 24 CFR 576.2. This assistance can be provided to those that meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) in 24 CFR 576.2.

Per 24 CFR 576.105, Services Costs are being considered only for this allotment of ESG funds, to be utilized for these services examples:

- Housing search and placement: activities or services pertaining to locating, obtaining and retaining suitable permanent housing,
- Housing stability case management: activities of assessing, arranging, coordinating, and monitoring the delivery of services to facilitate housing stability, including using coordinated assessment/evaluation, counseling, referrals, etc. (see in-depth statute at 24 CFR 576.105 (2),
- Landlord-tenant mediation: where mediation is necessary to prevent loss of permanent housing,
- Tenant legal services: services where necessary to resolve a legal problem that prohibits obtainment of permanent housing or that will likely result in loss of permanent housing,
- Credit repair: to include credit counseling or other services necessary to assist with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit problems.

See 24 CFR 576.103.

EVALUATION CRITERIA

In addition to the eligibility and priority criteria established by law, proposals submitted in response to this RFP may be evaluated under the following criteria:

- Preference is given to applicants that are active members of the St. Louis City Continuum of Care as outlined in their governance charter.
- The 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 people experiencing homelessness, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The extent the proposed project will fill a gap in the community's CoC and address a priority issue.
- The efforts of the applicant to address the needs of people at risk of and/or experiencing homelessness through community collaborations and partnerships.
- The ability to track clients through the progression of the services being provided.
- The extent the applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the DHS.
- The applicant's plans to involve and empower people experiencing homelessness to participate in decision-making and project operations.
- The availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet the statutory, regulatory and ordinance requirements.

- Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE) participation.

SELECTION PROCESS

The city will evaluate all ESG proposals in a three-phase process:

1. The first phase will involve a review of the proposals by the Homeless Services Staff of the Department of Human Services (DHS) for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for program eligibility under the regulations of the ESG Program and feasibility for implementation.
2. The second phase will involve the evaluation and scoring of the proposal's merits by the Director of DHS and the Chief Program Manager of the Homeless Services Division.
3. The final phase will be a review of the applications and DHS recommendations by the PSA Committee. During this phase, and at its discretion, PSA may conduct interviews/ presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the city of any additional factors that may be relevant to their decision. The PSA Committee will make the final selection by vote.

ABOUT THE CITY OF ST. LOUIS HOMELESS SERVICES DIVISION

As administrator of federal, state and local funds, the City of St. Louis Homeless Services Division (HSD) provides a comprehensive approach in responding to the diverse needs of people experiencing homelessness or displacement in the City of St. Louis.

The City of St. Louis HSD is the collaborative applicant for the St. Louis City Continuum of Care (CoC), as well as the administrator of Emergency Solution Grant (ESG) and Domestic Violence Shelter Funding (RSMo 455.210 - 455.230). HSD performs several important functions to coordinate homeless services in the CoC that include the following:

- Development, coordination, and monitoring of new and existing service programs to meet the needs of people experiencing homelessness and/or at-risk population.
- The negotiation of contracts with social service agencies to deliver these services, ensuring through monitoring that services are not duplicated and funds are efficiently and effectively utilized.
- The coordination and direction of the CoC, a consortium of health and human service professionals, advocates, government officials, representatives from nonprofit agencies, and homeless clients from the metropolitan area.

Through these activities, the Homeless Services Division works to ensure an efficient mechanism for funding the most efficient and effective programs, reducing duplication of services and increasing innovative program design.



**City of St. Louis
2018 ESG REQUEST FOR PROPOSALS (RFP)
APPLICATION**

Organization Name:			
Project Name:			
Project Address:			
Executive Director Name:			
Organization Address			
Telephone Number			
Fax			
Website			
Organization DUNS #		Tax ID or EIN:	
E-mail			
Contact Person & Title			
Contact Telephone #			

**SELECT ONLY ONE OF THE FOLLOWING CATEGORIES TO APPLY FOR
ESG 2018 FUNDING. An agency may request funds from multiple**

<input type="checkbox"/> Homeless Prevention
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Is the request for new funding or renewal funding?

Amount Requested from ESG funding: \$_____

Requested amount reflects ____% of the program/project budget \$_____

Requested amount reflects ____% of the total agency's budget \$_____

Amount of funds that will serve as match for this project \$_____

Target Population

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Developmentally Disabled | <input type="checkbox"/> Other |

Housing

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site Apartments | <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Other |
| <input type="checkbox"/> Group/Large House | <input type="checkbox"/> Detached House | <input type="checkbox"/> On-site Apartments | |

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals submitted to HSD must include the following items:

<p><u>Project Proposal</u> not to exceed 15 pages:</p> <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<p>Required attachment, not included in page limit:</p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Copy of System for Award Management (SAM) Report• HMIS Participation Letter• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Project/Program Budget• Agency Budget• Recent A133• Recent Income Statement• Balance Sheet for the last three years• The recent statement of Cash Flows• Letter of support from the Alderman/woman
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Narrative:

The narrative should provide a detailed description of the proposed service, the intended impact of the service on homeless individuals and families and/or those at risk of homelessness, and a service evaluation strategy. The narrative must address at a minimum the following program elements:

1. Statement of Priorities and Policies regarding project scope and eligibility criteria, including the intended impact of ESG services on homeless individuals and families and those at risk of homelessness;
2. Alignment with the St. Louis City Continuum of Care goals and priorities;
3. A timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes;

Client Population:

The proposal should identify and describe the characteristics and needs of the clients the project intends to serve.

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 show the impact 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 progressive service plan for each program participant based on individualized assessments. The plan should include personalized services that address the strengths and needs of each participant. It should include case management that matches services to specific identified needs, tracks clients' progress, and maintains program data for reporting. It should explain how needs will be identified, how individual plans will be developed and implemented, how case management facilitates progress toward housing stability and independence.

Participant Tracking and Reporting:

ESG sub-recipients are required to utilize Service Point, the selected Homeless Management Information System of the St. Louis City CoC to demonstrate the progress of individual clients and the effectiveness of the program as a whole. This includes **at a minimum:** a) tracking participants through the progression of services provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services

delivered AND the effectiveness of the project in achieving programs goals, and d) reporting data on total number served and 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. Services may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services. All are 1-year budgets. Here is a sample of the budget to be submitted, but the full Excel document is available from the City of St. Louis website with the RFP.

Agency: _____
 Prepared By: _____
 Date Prepared: _____

2018 HESG Budget

Eligible Cost	Quantity AND Description	Year 1 Request	Year 1 Match	Total Budget
Street Outreach				
				\$0
				\$0
				\$0
				\$0
Emergency Shelter				
				\$0
				\$0
				\$0
				\$0
Homelessness Prevention				
				\$0
				\$0
				\$0
				\$0
Rapid Re-Housing				
				\$0
				\$0
				\$0
				\$0
Data Collection/HMIS				
				\$0
				\$0
				\$0
				\$0
Total Costs		\$0	\$0	\$0

 Executive Director/CEO/Administrator

 Homeless Services Division Program Manager

 Date

 Date

Proposals must be submitted to the below address by 4:00 p.m. January 18, 2019. All applicants must provide six (6) copies of their proposal at the time of submission (no staples). Proposals received after the aforementioned date and time, or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any proposals. Funding for this program is subject to appropriations from federal agencies.

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 Homeless Services Division
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