



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

2018

**EMERGENCY
SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS
(RFP)**

*Bidder's Conference – 10:00 am
Wednesday, September 12, 2018 at
Department of Human Services
1520 Market St. 1st Floor, Room 1
St. Louis, MO 63103*

Release Date: August 31, 2018
Due Date: September 28, 2018, 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 all ESG funding categories.

Current ESG sub-recipients seeking renewal funding are required to complete an application 2018 ESG funding.

Beginning August 31, 2018, RFP packets will be available for pick-up at the Homeless Services Division or at the following website:

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

The Bidder's Conference regarding this RFP will be held on September 12, 2018 at 10:00 a.m. at the Office of the Department of Human Services, City of St. Louis, 1520 Market Street, 1ST Floor, Room #1, St. Louis, MO 63103.

All other questions should be submitted on or before September 18, 2018 and should be referred to:

**Donata Patrick
Program Manager
Department of Human
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103
Patrickdo@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. September 28, 2018. 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 Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients.
- Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS).

APPLICATION REQUIREMENTS

The City of St. Louis is targeting 2018 ESG funding for Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing assistance, and Homeless Management Information Systems (HMIS) and the estimated allocation is **\$609,651**.

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 subrecipients 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 is required to enter data on a regular and consistent basis. "Regular and consistent" means within a five-day (5) day period of intake or discharge. 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 subrecipient 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 support ESG-eligible activities during the period of the ESG subrecipient agreement. Note that CoC HUD funds cannot serve as a match for ESG.

Claims For Reimbursement: Subrecipient 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 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.

Street Outreach:

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

Eligible costs include:

- Essential Services: Engagement, Emergency Mental Health Services, Case Management, Transportation, Emergency Health Services, Services for Special Populations

See 24 CFR 576.101.

Emergency Shelter:

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

Eligible costs include:

- Essential services: Case management, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Life Skills Training Mental Health Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations
- Renovation (Major Rehab and conversion): Labor, Materials, Tools, Other costs for renovation (including rehab or conversion)
- Shelter operations: Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food Furnishings, Supplies necessary for shelter operation, eligible costs may also include a hotel or motel voucher for that family or individual.

See 24 CFR 576.102.

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:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.103.

Rapid Re-Housing:

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears

- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.104

Homeless Management Information Systems (HMIS):

Designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness.

Eligible costs include:

- Contributing data to the HMIS designated by the CoC for the area
- HMIS Lead (as designated by the CoC) costs for managing the HMIS system
- Victim services or legal services provider costs to establish and operate a comparable database

See 24 CFR 576.107.

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.
- 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 to which the proposed project fills a gap in the community's CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of people experiencing homelessness through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The extent to which 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.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet 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 an evaluation and scoring of the proposal's merits by the Director of DHS and the 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 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.
- Negotiation of contracts with social service agencies to deliver these services, ensuring through monitoring that these services are not duplicated and that funds are efficiently and effectively utilized.
- 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 categories; however, the agency **MUST** complete a separate application for each category. To select a category please check a box.

<input type="checkbox"/> Street Outreach
<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Rapid Re-Housing
<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> HMIS

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"/> Elderly | <input type="checkbox"/> Developmentally Disabled |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Other |

Housing

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

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• Summary of Service• 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 last three years• 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 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 clearly 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 subrecipients 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. This 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.

Proposals must be submitted to the below address by 4:00 p.m. September 28, 2018. 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 and all proposals. Funding for this program is subject to appropriations from federal agencies.

**Department of Human
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103**

Agency: _____
 Prepared By: _____

Date Prepared: _____

2018 ESG Budget			
Eligible Cost	Quantity AND Description		
	Year 1 Request	Year 1 Match	Total Budget
Street Outreach			
			\$0
Emergency Shelter			
			\$0
			\$0
Homeless Prevention			
			\$0
			\$0
Rapid Re-Housing			
			\$0
			\$0
Data Collection/HMIS			
			\$0
			\$0
			\$0
			\$0
			\$0
Total Costs	\$ -	\$ -	

 Executive Director/CEO/Administrator

 Homeless Services Program Manager

 Date

 Date