

2018 Emergency Solutions Grant (ESG) Request for Proposals (RFP) Questions and Answers

1. **What is the funds breakdown of the \$609,651 available ESG funds for each funding area?**
 - a. \$134,623 for Street Outreach and Emergency Shelter
 - b. \$475,028 for Homelessness prevention, Rapid Re-Housing, and Data Collection

2. **Is the 100% match regardless of the funding area?**
 - a. Yes

3. **Can the application be single-spaced?**
 - a. Yes, single-spaced is fine.

4. **Is the narrative a summary and then you go into client population or is the narrative its own bullet point?**
 - a. The narrative is its own bullet point and needs to address what is listed for it on page nine (9) of the RFP.

5. **Where can the CoC's goals and priorities be found?**
 - a. On the Continuum of Care's (CoC) website at <https://cocstl.org/>
 - b. Proposals awarded for funding will demonstrate how their project aligns with the CoC's Coordinated Entry System. Included in the [Coordinated Entry Policies and Procedures Manual](#) are roles and expectations for prevention, shelter, outreach, rapid rehousing and data collection. Use this as a guide to describe your program and activities and how it would work within the coordinated entry system. Additionally, use [HUD's guide on systems performance](#) to outline how you would evaluate the effectiveness of your program based on the indicators outlined in this guide.

6. **For the A133, we don't file that, we just need a letter stating that?**
 - a. Yes.

7. **What is required for the SAM report? What is it?**
 - a. The SAM report is a document that provides vendors, grantees, and loan recipients with a consolidated system to register to do business with the government.
 - b. The SAM report is the little box we need printed out that appears after you perform a search records for your agency on <https://sam.gov>.
 - c. Here's an example below by using the CAGE code for the search (we redacted the agency's information). We clicked on save PDF button after doing the search, and then printed the PDF. Alternatively, you can click on the print button as well. Either way is acceptable, but **DO NOT USE** the export results button to print out your SAM report.

d.

SAM Search Results		
List of records matching your search for :		
Record Status: Active		
CAGE Code: [REDACTED]		
Functional Area: Entity Management, Performance Information		
ENTITY	[REDACTED]	Status: Active
DUNS	[REDACTED]	CAGE Code: [REDACTED] DoDAAC:
Expiration Date:	[REDACTED]	Has Active Exclusion? [REDACTED] Debt Subject to Offset? [REDACTED]
Address:	[REDACTED]	
City:	[REDACTED]	State/Province: [REDACTED]
ZIP Code:	[REDACTED]	Country: UNITED STATES

- 8. What is the timeframe for the HMIS participation letter since we got one last month for the other grant we applied for?**
 - a. You can use the same one as long as it is for the current year.
 - b. How current is current, is a month old too old?
 - i. No, it is fine if it's within a month.

- 9. Are participants required to be chronically homeless for Rapid Re-Housing?**
 - a. No, the participants need to fit the definition of homelessness. The definition does include chronically homeless, but not limiting to that specific portion of the definition.

- 10. Will we be able to see the ranking and reviewing scoring guide?**
 - a. Yes, please see the evaluation criteria on page 6 of the RFP.

- 11. What does it mean for agencies that received letters from the Department of Human Services (DHS) that DHS is reassessing their ESG grants in process?**
 - a. The funds are open to all agencies and is not guaranteed to be renewed to current contracted sub-recipients.

- 12. Is the Biddle Housing Opportunities Center (BHOC) Emergency Shelter funding coming from this RFP funding?**
 - a. No, BHOC funding has already been allotted and taken out.

- 13. If we are applying for Emergency Shelter and maintenance has no direct client interaction, then do we still have to do multiple funding time sheets for maintenance?**
 - a. Yes, if the person does maintenance for the shelter, then that contributes to the running of the shelter.
 - b. It is the time allocation sheets and the PAR report is the percent of time spent on a specific program.

- 14. Is there a separate RFP coming out for Coordinated Entry (CE) since it's not in the ESG RFP?**
 - a. CE was never a category of ESG and is considered more of a responsibility or activity if you choose to provide it under essential services or operations. Under Emergency Shelter there are two types of activities which are essential services (case management mostly) and then operations (food, etc.). CE alone was not a component of ESG. CE alone falls under CoC.
 - b. If a separate RFP opens for CE, then it typically opens under CoC.

- 15. What is the CoC's website because I've never seen they had their own website?**
 - a. <https://cocstl.org/>

- 16. Do we submit separate applications if we are applying for different funding categories?**
 - a. Yes, it is one application per funding category that you apply for.

- 17. Do we need a letter of support from an alderperson only if we are building a structure or have an actual shelter, or does everyone need a letter of support?**
 - a. You do not have to have one, but it would be great if you do.

18. Are partnerships going to be looked at more strongly over individual applications like the RFP that just ended?

- a. If it is more beneficial for you to have a collaboration when you put together your application, then have a collaboration. Whatever is going to help the end goal which is the war to end homelessness, then do so.
- b. If you believe your organization can provide the services and submit a very strong application on its own, then do so. It is really at your discretion.

19. Where will the questions and answers be posted?

- a. It will be on the same page as the RFPs as an additional document.
- b. Those attending the bidders conference will receive an emailed copy as well once completed.

20. In the RFP where it mentions a shelter has to be in operation for three to ten years, is that only for renovations?

- a. Yes, so if you apply for renovations then you have to have been established for three to ten years.

21. What is the last day to accept questions and the answers will be available?

- a. September 18, 2018 is the last to accept questions and the answers will be available soon after that.

22. How do you get the total budget on the example budget page (page 11 of RFP)? Is it adding the year 1 requested amount column and the year 1 match column together?

- a. Yes, you add the year 1 requested amount column and the year 1 match column together to get the total budget column amounts.

23. Is there any other financial document that we can substitute for the statement of cash flow?

- a. There is not an alternative form. The statement of cash flows documents that show how changes in balance sheet accounts and income affect cash and cash equivalents and break the analysis down to operating, investing and financing activities. Please submit the documentation that you have as it applies to the RFP requirements.

24. Narrative, page 9 Alignment with the St. Louis City continuum of Care: As written, the ESG-- Homelessness prevention: The person to be served does not have to be homeless. So how does this then involve the Continuum of Care?

- a. People in danger of homelessness are served under the prevention umbrella of ESG funds. Those in imminent danger of becoming homeless are able to connect via Coordinated Entry to resources that will help mitigate the danger of Homelessness. Please refer to the eligible preventative activities listed under preventative within the RFP.
- b. **Obviously, the person would not be on the prioritization list, is that correct?**
 - i. Correct.
- c. **Or is the requirement to state how the proposal "aligns with the St. Louis City Continuum of Care" in spirit or overall addressing of homelessness/prevention?**
 - i. Your application should demonstrate how your program fills a gap and how it will work with Coordinated Entry to address needs.

25. Project Proposal, page 9 Participant Tracking and Reporting: HUD 24 CFR 576.103 through 576.106 regulations provide no information about "tracking and reporting". Are there other guidelines that the HSD expects or is the expectation that the applying organization develop their own methods/tracking mechanisms and simply outline these in the proposal?

- a. Proposals awarded for funding will demonstrate how their project aligns with the CoC's Coordinated Entry System. Included in the [Coordinated Entry Policies and Procedures Manual](#) are roles and expectations for prevention, shelter, outreach, rapid re-housing and data collection. Use this as a guide to describe your program and activities and how it would work within the coordinated entry system. Additionally, use [HUD's guide on systems performance](#) to outline how you would evaluate the effectiveness of your program based on the indicators outlined in this guide.