



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

**FY2019**

**EMERGENCY  
SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS  
(RFP)**

*Bidder's Conference – 2:00 p.m.  
Monday, July 1, 2019 at  
Department of Human Services  
1520 Market St. Room 4065,  
Large Conference Room  
St. Louis, MO 63103*

Release Date: June 19, 2019  
Due Date: July 17, 2019, 4:00 pm



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
HOMELESS SERVICES DIVISION  
2019 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:

2019 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 for FY2019 ESG funding.

Beginning June 19, 2019, 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 July 1, 2019 at 2:00 p.m. at the Office of the Department of Human Services, City of St. Louis, 1520 Market Street, Room 4065, Large Conference Room, St. Louis, MO 63103.

All other questions should be submitted on or before July 10, 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](mailto: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. All contacts and questions must be submitted in writing to this designated contact person and such contact person will respond in writing to each contact and/or question. The Department shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.*

**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. July 17, 2019.** All applicants must provide seven (7) 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.

## **ABOUT THE CITY OF ST. LOUIS HOMELESS SERVICES DIVISION**

As administrator of federal, state and local funds, the City of St. Louis Department of Human Services, Homeless Services Division (HSD) provides a comprehensive approach in responding to the diverse needs of people experiencing homelessness or housing 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 with the CoC in St. Louis City that includes the following:

- Development, coordination, and monitoring of new and existing housing and services programs to meet the needs of people experiencing homelessness and/or at-risk of homelessness,
- Negotiation of contracts with social services agencies ensuring that housing and services are delivered efficiently, effectively and unduplicated,
- Collaboration and partnership with a broad spectrum of participants in the homeless services delivery system such as health and human services professionals, advocates, government officials, representatives from nonprofit agencies, businesses and persons with lived experience from the metropolitan area, to address any needs that arise for the homeless community,
- Participation in a wide array of community meetings, committees, councils, training events and national events and conferences, and community events, to educate and share information and best practices in the field of serving and housing homeless individuals and families.

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

## **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, together, provide an array of housing opportunities intended to prevent and end homelessness for households in need.

The U.S. Department of Housing and Urban Development (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 HUD and is administered by the City of St. Louis Department of Human Services. The ESG Program is for a **Grant Term of One (1) year.**

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;
- Provide street outreach to homeless individuals and families;
- Prevent families and individuals from becoming homeless; and
- Support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients.

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).

The City of St. Louis is targeting 2019 ESG funding for all of these categories: Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-Housing assistance, and Homeless Management Information Systems (HMIS). The estimated allocation is **\$871,887, divided in this way:**

- \$313,000 is allotted for Street Outreach and Emergency Shelter
- \$558,787 is allotted for the Homeless Prevention, Rapid Re-Housing and HMIS categories.

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 the above eligible program components are eligible to apply.

## **ELIGIBLE ESG COMPONENTS:**

Funding under this RFP will be provided for eligible activities under all ESG categories, as per 24 CFR 576.101..

**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

**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.

**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

**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

**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

## **PROPOSAL NARRATIVE REQUIREMENTS & EVALUATION CRITERIA**

In addition to submitting the *Application Cover Sheet* (attached), the applicant will need to provide detailed narratives for each project proposal. The narrative should include the following topics highlighted with the bolded titles. The following items will be evaluated for funding decisions:

**Project Description, Scope, and Relevance:** Narrative should include a *Statement of Priorities* regarding project description, scope, and relevance, including the intended impact of the project on homeless individuals and families and/or those at risk of homelessness. This portion of narrative should state which eligible activity will be utilized, the services to be offered, and the intended outcomes. The applicant should provide detailed description of the project or program and how the applicant will achieve the desired outcomes. Detailed timelines should be included for each proposal. This section can and should include budget information, but a full budget should be included within the separate "Budget and Spending Capacity" section as well.

**Client Population:** The proposal should clearly identify and describe the characteristics and needs of the clients the project intends to serve.

**Case Management & Services Planning:** 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.

HMIS can be the tool to allow for participant tracking, but some programs may have other methods. Please demonstrate how participant tracking will be done in conjunction with case management and services planning. This includes **at a minimum:** a) tracking participants through the progression of services provided, b) assessing individual progress toward individualized goals, c) evaluating the effectiveness of the services delivered AND the effectiveness of the project in achieving program goals, and d) reporting data on total number served and client characteristics, use of services, and expenditures to the funding agency.

**CoC Goals, Priorities & Participation:** Provide a narrative stating how the applicant is in alignment with the St. Louis City Continuum of Care goals and priorities. State how the program will improve upon what the CoC is currently doing in the community. Include a statement regarding which staff attend which CoC events, meetings or committees. More information about the CoC can be found here: <https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/continuum-of-care/>

**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.

**HUD Experience and Knowledge:** Explain the applicant's direct experience and knowledge in providing or supervising programs and/or services that are funded by the U.S. Department of Housing and Urban Development's Continuum of Care grant, and how that experience and knowledge will lead to positive outcomes for the project.

**Communication and Reporting:** State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur on a monthly basis. Additionally, there should be communication or at least involvement occurring monthly with the St. Louis City CoC. If the proposal is to provide shelter or housing services, state how the applicant has staff involved in Coordinated Entry, and how communication is ensured with the Coordinated Entry System.

**Timeline:** Please include a detailed timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes for the project or program. The timeline should demonstrate the ability to have a plan for spending down all funds while serving persons in an appropriate timeframe and manner.

**Budget and Spending Capacity:** 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.

The budget for the project should demonstrate full expenditure of the funds applied for within a suitable timeframe. Determine what line items will justify expenditure and state in detail what is within each specific line item of the project budget. Applicants need to state a projected start date and end date for

the project. The applicant should further be able to demonstrate within the proposal the ability to provide solid fiscal accountability to the project.

Included is a sample worksheet to guide budget formation. The full Excel document is available from the City of St. Louis website with the RFP. Please see 24 CFR 578.7 for allowable expenses.

**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. Data must be entered for ESG funded shelter and housing programs according to the CoC data timeliness standards. 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 all HUD required data elements. The sub-recipient is required to update a client's status at a minimum annually. Additional updates should be completed at intake and discharge, and as client information changes. DHS will monitor data entry progress and data quality on a regular basis. For any questions related to implementing HMIS in your program, 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 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.

**MWBE and/or DBE:** Provide evidence and a statement if the applicant is involved with Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE) participation.

**Job Descriptions/ Resume:** Include a flow chart of staff involved in the project and a brief narrative stating duties of each staff involved. 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).

**Claims For Reimbursement:** Sub-recipients will be reimbursed for eligible expenses. Monthly, each billing request submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to HSD 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 assigned HSD Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim. Place in this section of narrative how the consultant plans to comply with this policy. Is there a specific person in charge of billings for the organization? What policies are in place within the applicant's organization to ensure this timeline for billings?

## **OTHER PROPOSAL REQUIREMENTS**

In addition to the Proposal Requirements noted above, and as per City of St. Louis rules and procedures, the Selection Committee, in making a decision to select a firm/agency to provide professional services, shall consider, at a minimum, the following, as related to the particular selection:

- Specialized experience, qualification and technical competence of the firm, its principals, project manager, and key staff
- Ability of the firm to provide innovative solutions
- Approach to the project and any unusual problems anticipated.
- The capacity and capability of the firm to perform the work with the time limitations.
- Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work.
- Proximity of the firm to the City.
- Fees or fee structure as may be appropriate for the designated service.
- Availability of financial and operating resources as required to complete the work.
- M/WBE and/or DBE participation
- Ability of the firm to meet statutory or ordinance requirements.
- Other items that arise as the result of the proposal or interview.

Additionally for Emergency Solution Grant funds, the following considerations will be given for proposals received:

- Preference for 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 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 the applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- The applicant's plans to involve and empower people experiencing homelessness to participate in decision-making and project operations.

## **REVIEW & SELECTION PROCESS**

Proposal Review Process: The CoC Board and/or their designees will be involved in the proposal review process and will present its analysis and recommendations regarding selection to the Department of Human Services for consideration in the selection(s) made under this RFP by the PSA Committee. Please see additional information regarding the Proposal Review process below.

PSA Committee: In accordance with Ordinance 64102 and the Rules and Procedures for Professional Service Agreements promulgated pursuant to the same and approved by the Board of Public Service of the City of St. Louis, professional service selections shall comply with these procedures, including the use of a Selection Committee.

The Professional Services Selection committee shall be composed of the following: the Director of the department, division or agency seeking the professional service or the designee of the Director, who shall act as chairperson; one member of said department's, division's or agency's staff selected by said

Director, one member selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen.

The City will evaluate all proposals in a four-phase process:

1. The first phase will involve a review of the proposals by the HSD 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 adherence to guidance provided within this RFP and feasibility for implementation.
2. The second phase of this review process will allow the Continuum of Care's Board or their designee(s) to review proposals. The CoC designees will then submit in writing to HSD their recommendations to be forwarded on to the PSA Committee to be used in the PSA review and selection process. This will include submission a statement in writing of CoC membership and/or participation in the CoC of each applicant.
3. The third phase will involve the evaluation of the proposal's merits by each Selection Committee member independently.
4. The final phase will be a review of the proposals, CoC Board/Designee recommendations by the Selection Committee. During this phase, and at its discretion, the PSA committee 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. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

After the PSA Committee's review process and decision-making meeting, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

## **RFP Terms and Conditions**

1. City reserves the right to reject any and all proposals submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any firm. Respondents may be asked to make one or more presentations and participate in interviews.
2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent

negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.

4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

## **Missouri Unauthorized Aliens Law**

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the "Missouri Unauthorized Aliens Act"). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <http://ago.mo.gov/fags/unauthorized-alien-workers.htm>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll>.

## **Living Wage Ordinance**

The City of St. Louis presently has in force a Living Wage Ordinance (Ordinance #65597). If the value of the contract is greater than \$50,000, the Contractor is subject to the Living Wage Ordinance, unless otherwise exempt per the Ordinance. If the value of the contract is less than \$50,000 when added to the amounts of any other service contract entered into between the City of St. Louis and the Contractor during any twelve month period, the Contractor is not subject to the Living Wage Ordinance #65597 requirements. The Ordinance can be found on the City of St. Louis Website, or here:

<https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf>



**City of St. Louis  
2019 ESG REQUEST FOR PROPOSALS (RFP)  
APPLICATION**

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

**SELECT ONLY ONE OF THE FOLLOWING CATEGORIES TO APPLY FOR ESG 2019 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"/> Single Women          | <input type="checkbox"/> Battered Spouse          | <input type="checkbox"/> Elderly                  |
| <input type="checkbox"/> Families              | <input type="checkbox"/> Alcohol Dependent        | <input type="checkbox"/> Drug Dependent           |
| <input type="checkbox"/> Teenage Mothers       | <input type="checkbox"/> Chronically Mentally Ill | <input type="checkbox"/> Developmentally Disabled |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Physically Disabled      | <input type="checkbox"/> Youth                    |
|  |   | <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                 |

**Does the organization have offices in the City of St. Louis?**  Yes  No

**Does or will the organization have staff in the City of St. Louis providing services?**  Yes  No

**PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE**

**All proposals submitted to HSD must include the following items:**

<p><b><u>Project Proposal Narrative:</u></b></p> <p>(not to exceed 15 pages)</p> <p>Narrative includes these sections:</p> <ul style="list-style-type: none"> <li>• Project Description, Scope &amp; Relevance</li> <li>• Client Population</li> <li>• Case Management &amp; Services Planning</li> <li>• CoC Goals, Priorities &amp; Participation</li> <li>• Organizational Capacity and Experience</li> <li>• HUD Experience &amp; Knowledge</li> <li>• Communication &amp; Reporting</li> <li>• Timeline</li> <li>• Budget &amp; Spending Capacity</li> <li>• HMIS Utilization</li> <li>• Match</li> <li>• MWBE and/or DBE</li> <li>• Job Descriptions/Resumes</li> <li>• Claims for Reimbursement</li> </ul>	<p><b>Required Attachments:</b></p> <p>(not included in page limit)</p> <ul style="list-style-type: none"> <li>• Evidence of 501 (c) 3 status</li> <li>• Copy of System for Award Management (SAM) Report</li> <li>• HMIS Participation Letter</li> <li>• Organizational Chart</li> <li>• Current List of the Board of Directors</li> <li>• Federal Form 990</li> <li>• Job Descriptions/Resumes (for key personnel involved in the program)</li> <li>• Detailed Project/Program Budget</li> <li>• Agency Budget</li> <li>• Recent A133</li> <li>• Recent Income Statement</li> <li>• Balance Sheet for last three years</li> <li>• Recent statement of Cash Flows</li> <li>• Letter of support from the Alderman/woman</li> </ul>
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***ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING.***

***Proposals must be submitted to the below address by 4:00 p.m. July 17, 2019. All applicants must provide seven (7) 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.***

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

Agency \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date Prepared:

**2019 HESG Budget**

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

\_\_\_\_\_  
Executive Director/CEO/Administrator

\_\_\_\_\_  
Homeless Services Division Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date