



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

FY2020

**EMERGENCY
SOLUTIONS GRANT (ESG)**

**Emergency Shelter Operator(s) for Biddle
Housing Opportunities Center (BHOC)**

REQUEST FOR PROPOSALS (RFP)

*Bidder's Conference – Information Session for those intending to submit proposals
Interested Parties Must Pre-Register by May 29, 2020, by 4:00 pm at:*

<https://forms.gle/KAxSFZVv79C2GXtJ8>

Department of Human Services

Release Date: May 19, 2020
Due Date June 17, 2020, 4:00 pm



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services (DHS), Homeless Services Division (HSD) is issuing a Request For Proposals (RFP) for following U. S. Department of Housing and Urban Development (HUD) programs:

FY 2020 Emergency Solutions Grant (ESG)

Proposals will be accepted for the Emergency Shelter Activities project outlining specific activities as stated below. Beginning May 19, 2020, RFP packets will be available for pick-up at the Homeless Services Division or the following website:

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

The City of St. Louis will hold a Bidder's Conference regarding this RFP if there is interest, but interested parties must pre-register by May 29, 2020, at 4:00 pm at the following website:

<https://forms.gle/KAxSFZVv79C2GXtJ8>. Parties signing up for a Bidder's Conference will be notified of the date and time of the session. This session, due to COVID-19, will likely be via a conference call or webinar. The Bidder's Conference is an informational session that includes an explanation of activities outlined in this RFP and provides an opportunity for applicants to ask questions.

Questions should be submitted in writing on or before June 10 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**

About Questions:

- 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.
- Questions must be submitted in writing to this designated contact person who will respond in writing.
- The Department shall maintain a list of all entities requesting copies of the RFP and shall ensure that copies of all questions and responses thereto shall be made available to each entity.

To be considered by the Selection Committee (as explained on page 9 of this RFP), proposals must be submitted to the below address by 4:00 p.m. June 17, 2020. 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 by the City of St. Louis.

Contact with Selection Committee members is strictly prohibited.

*page 14 for more details

BACKGROUND

ABOUT THE CITY OF ST. LOUIS HOMELESS SERVICES DIVISION

As administrator of federal, state and local funds, the City of St. Louis 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 Department of Human Services 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). Homeless Services Division 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.

FUNDS AVAILABLE

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.

Under this RFP, the City of St. Louis will award 2020 ESG funding for the component of Emergency Shelter Activities. This RFP seeks to secure an entity (agency or organization) for the operation of Biddle Housing Opportunities Center, an emergency shelter and support services for single adult men.

The estimated allocation is **\$515,000**.

The Shelter Operator awarded funds under this RFP will begin Biddle Housing Opportunities Center operations on **October 1, 2020**.

DHS encourages applicants to apply in the Affordable Housing Commission’s annual funding cycle for Affordable Housing Trust Fund (AHTF) support which will assist with the match requirement. If you plan to apply for AHTF or present other match sources, include this information in the budget spreadsheet (Exhibit D).

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 the Emergency Shelter ESG categories, as per 24 CFR 576.102.

Emergency Shelter: ESG funds may be used, per the Federal guidelines outlined as per 24 CFR 576, for the costs of providing essential services to homeless individuals and families in emergency shelters, renovating buildings to be used as emergency shelter for homeless individuals and families, and operating emergency shelters. All ESG Emergency Shelter Components are outlined in 24 CFR 576.102

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, and 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.

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 to 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

SCOPE OF WORK

Services to be provided:

- Overnight Shelter Services for 101 single adult men (see Exhibit A) and some operations of Weather advisory overflow shelter services.
- All funded providers must comply with the St. Louis City CoC's written program standards.
- Housing First focus and Low Barrier Shelter Access: All projects must have a focus in providing services with housing first approach and low barrier approaches where connecting people to housing is offered without preconditions or other barriers to entry. Additionally, participation in services and housing planning is offered but not required, and client choice is at center of case planning.
- Data Entry into HMIS System, and reporting for CAPER reporting requirements. Must comply with the HMIS policies and procedures.
- Supportive services are maximized to address achieving and maintaining stability and in preventing and ending homelessness, as well as returns to homelessness.
- Housing Focused Case Management Services (see Exhibit B). Case management must include a focus on housing assessment, placement and housing stability.
 - Engagement and Intake
 - Assessment and Case planning/goal setting
 - Helping residents qualify for/maintain public benefits.
 - Service Coordination with community providers
 - Resource Development/Referrals/Advocacy
 - Facilitating access /Linkages to permanent housing and mainstream services
 - Reporting in HMIS System
 - Collaboration and participation with Coordinated Entry (CE)
- Daily cleaning and Maintenance of the facility (including laundry)
- Structured schedule of services and activities during the day
- Ensure Safety, Security and Control access to building and Services
- Under the current pandemic, emergency shelters should also have developed plans for providing shelter and services during the current coronavirus pandemic (See <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html> for further guidance).

The City of St. Louis maintains ownership of the facility and grounds, known as Biddle Housing Opportunities Center (BHOC), located at 1212 N. 13th St. that houses the emergency shelter and other requested services. The City is responsible for specific expenses, repairs, and purchasing functions (Exhibit C). Shelter services will be available for one hundred and one (101) men and will serve as an overflow shelter during extreme weather conditions for additional persons, as agreed upon with the City of St. Louis.

The current operator of Biddle Housing Opportunities Center has stated most of the staff currently working in the facility will remain, so much of the staffing needs of a startup program have been met.

The City of St. Louis DHS operates as collaborative applicant of the St. Louis City CoC and, therefore, intends to continue partnering with the CoC and the community in improving system performance measures emphasized by HUD. Given this, the shelter operator shall align with the CoC's performance goals and work toward achieving increased performance of System Performance and these specific goals:

- Reduce the number of persons who become homeless
- Reduce the length of time persons remain homeless
- Increase successful placement in permanent housing
- Reduce reoccurrence to homelessness after placement in permanent housing
- Reducing and working towards ending Veteran and chronic homelessness

DEFINITIONS

Coordinated Entry System: HUD requires each Continuum of Care (CoC) to establish and operate a coordinated entry system with the goal of increasing efficiency of crisis response systems and improving ease of access to resources (including mainstream resources). Coordinated entry is designed to help communities prioritize clients who are most in need of assistance, and to allow CoCs to identify gaps in services and resources. The St. Louis City Continuum of Care and St. Louis County Continuum of Care have agreed to operate a joint coordinated entry process. This coordinated entry process is available to the entire geographic region within these two Continua of Care, and projects in each continuum must serve clients regardless of last permanent residence unless specifically prohibited by funders.

Equal Access: The CoCs and their member agencies shall not discriminate or withhold services on the basis of race, color, religion, national origin, ancestry, disability or health-related condition, familial status, marital status, sex, gender identity, gender expression, sexual orientation, veteran status, or source of income. HUD's Equal Access Rule at 24 CFR 5.105(a)(2) shall be followed.

Fair Housing Act: The CoC must ensure that the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act will be upheld and followed. This Act prohibits discrimination in housing and housing-related transactions because of disability. Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Low Barrier Shelter Access: The coordinated entry system prohibits the "screening out" of clients "due to perceived barriers relating to housing or services, including, but not limited to, too little or no income, active or a history of substance use, domestic violence history, resistance to receiving services, the type or extent of disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal records – with exceptions for state and local restrictions that prevent projects from serving people with certain convictions." As referenced from CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System. Published January 23, 2017, page 11.

Housing Focused Case Management: (See also Exhibit B) Case management for programs providing homeless services should always be housing focused. This means that all services and case management provided is with a focus on moving individuals and families to permanent housing. Effective case management will include assessment and coordination of services which help people move from housing crisis to maintaining stable permanent housing. Much of the services offered through housing focused case management should focus on addressing behaviors and patterns which affect maintaining permanent housing, linking supportive services, building relationships with services providers, while also focusing on individual needs and goals, as directed in a person-centered way.

PROPOSAL NARRATIVE REQUIREMENTS & EVALUATION CRITERIA

Type of Proposal Considerations:

- **Single Agency Proposal:** Proposal submitted by a single, stand-alone agency seeking to directly staff, provide and manage all services
- **Collaborative Proposal:** Proposal, which may include two or more agencies submitting separate proposals that are designed to collectively address the delivery of all requirements of the RFP. Each agency of a collaborative must complete a proposal that fully describes the agency's responsibilities and deliverables in partnership with the other collaborative agencies. Partnering collaboratives must submit MOUs for each agency which clearly and fully outlines individual agency roles and responsibilities with regard to services delivery and fiscal management of the project. Participating agencies in a

collaborative must submit all individual proposals together as a Collaborative Proposal. If awarded, each member of the Collaborative Proposal will be issued separate contracts. (Please indicate in your proposal that you are applying as a “Collaborative Proposal”).

- **Collaborative Lead Proposal:** In this type of proposal, an agency will act as the lead and will assume all programmatic and fiduciary responsibility of all the participating collaborative agencies in the project if awarded. The lead agency must acquire collaborative subcontracting services through a procurement RFP process. All information used in the procurement, evaluation and selection process for the subcontracting of services with qualified agencies must be submitted with the proposal. Only the lead agency is required to submit a proposal. The Collaborative Lead must submit MOUs that clearly and fully outline roles and responsibilities of each collaborative member with regard to services delivery and fiscal management of the project (please indicate in your proposal that you are applying as a “Collaborative Lead Proposal”).

In addition to submitting the *Proposal Cover Sheet* (attached), and all attachments requested in the *Proposal Narrative & Attachments Guidance* below, the applicant will need to provide detailed narratives for each project proposal. The narrative should include the following topics highlighted with bolded titles. The following items will be evaluated for funding decisions. The project evaluation rubric (Exhibit E) and financial capacity rubric (Exhibit F) will outline the measures used to score the project proposals.

1. Applicant

- 1A. Experience and Knowledge:** Explain the applicant’s direct experience, knowledge and performance history 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 or Emergency Solutions Grants, and how that experience and knowledge will lead to positive outcomes for the project.
- 1B. Program Capacity:** 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.
- 1C. Staffing and Qualifications:** 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).
- 1D. CoC Participation:** Include a statement regarding CoC membership, which staff attend which CoC events, meetings or committees. The applicant’s plans to involve and empower people experiencing homelessness to participate in decision-making and project operations.

2. Project Description

- 2A. Scope of Work:** Narratives should provide a comprehensive project description, scope of work, and relevance to CoC priorities, embraced best- practices, and objectives for homelessness 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 project description should include:
 - **Client Population:** The proposal should clearly identify and describe the number, 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.

- **Outcomes:** The project should include the anticipated outcomes from the activities included in the project.
- **COVID-19 Planning:** Attached is a document from the Centers for Disease Control and Prevention (CDC) to assist applicants in determining how the current coronavirus is and/or will impact operations. Please include in project narrative how operations have been adapted to account for the pandemic. Use <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html> to assist with planning and documentation efforts.

2B. CoC Priorities and Collaboration: Provide a narrative stating how the applicant is in alignment with the St. Louis City Continuum of Care Mission, Vision and Beliefs Statements (Exhibit G). The CoC has established a vision to provide effective partnerships in its efforts to end homelessness. Applicants should demonstrate their experience and success in both collaborating on solutions and coordinating services with CoC members, service partners, and other relevant stakeholders. 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.

2C. Coordinated Entry Participation: The proposal should include how the project fits within the Coordinated Entry system and how activities will support elements of phased assessment such as access, triage, initial and comprehensive assessment, housing navigation and planning, etc.

2D. HMIS Participation: The proposal should include how project participants will be continuously tracked in the HMIS in conjunction with case management and services planning. This includes at a minimum:

- a) tracking participants through the progression of services provided in a timely manner,
- 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.

3. Project Management

3A. Communication and Reporting: State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur on a monthly basis.

3B. Project Timeline: Applicants need to state a projected start date and end date for the project. 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.

3C. 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 corresponding to 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. The applicant should further be able to demonstrate within the proposal the ability to provide solid fiscal accountability to the project.

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 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.

Leverage: Demonstrates how the project proposal will leverage additional resources resulting in improved or expanded services.

4. Proposal Requirements

4A. Proposal Completeness: All documentation and RFP requirements were submitted.

4B. Deadline: The complete proposal was submitted by the deadline.

4C. 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 filed with the City of St. Louis.

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. This phase will include a fiscal risk analysis, completed by DHS Auditors.
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 of 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. In the final phase, the Selection Committee convenes, consisting of a review of the proposals and the 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. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete. Each member of the Selection Committee shall vote to select applicant(s) with whom to negotiate toward entering a contract, and if negotiations are successful, to perform the services requested in the RFP.

The final selection or selections will be made by the Selection Committee assembled in accordance with the Rules and Procedures promulgated pursuant to Ordinance 64102. The selection criteria therein will be considered by the Selection Committee; the criteria include the following: 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 within the time limitations; past record and performance of the firm with respect to schedule compliance, cost control and quality of work; proximity of 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; ability of the firm to meet statutory or ordinance requirements; and other items that arise as the result of the proposal or interview.

After the PSA Committee's review process and decision-making meeting or meetings, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts. The Committee Chair shall send a letter advising the successful firm or firms naming an employee of the City who will be the contact for the engagement. The letter will state that the selection is tentative unless and until a contract is successfully negotiated with the originating department, division or agency and such contract has been approved by the Board of Estimate and Apportionment, which may or may not approve the contract.

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/faqs/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 – Homeless Services Division
2020 ESG REQUEST FOR PROPOSALS (RFP)
Proposal Cover Sheet
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Organization Name:			
Project Name:			
Project Address:			
Executive Director Name:			
Executive Director Email:			
Executive Director Telephone #			
Organization Address			
Organization Telephone #			
Organization Fax #			
Organization Website			
Organization DUNS #		Tax ID or EIN:	
Contact Person & Title			
Contact's Email			
Contact's Telephone #			

Category: Emergency Shelter Activities

Type of Proposal

- Single Agency Proposal
- Collaborative Proposal

List Collaborative Partners: _____

- Collaborative Lead Proposal

List Collaborative Partners: _____

Housing: Barracks

Target Population:

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



**City of St. Louis – Homeless Services Division
2020 ESG REQUEST FOR PROPOSALS (RFP)
Proposal Cover Sheet
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Financial Section:

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 \$ _____

Operational Section:

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

Does proposal include travel? Yes No

How many trips to St. Louis will be provided if travel is included to provide services? _____

Current Agency Funding Sources:

Please provide your funding information below that your agency receives from any department of the City of St. Louis.

Grant Source	Grant Amount	Date Funds Expire	# of Years Received
<u>Emergency Solutions Grant</u>			
<u>Continuum of Care</u>			
<u>Domestic Violence</u>			
<u>Proposition P</u>			
<u>Proposition S</u>			
<u>Health Division Grant</u>			
<u>Affordable Housing Grant</u>			

Proposal Narrative & Attachments Guidance

All proposals submitted to Homeless Services Division must include the following items to be considered for funding:

<p><u>Project Proposal Narrative:</u> (not to exceed 15 pages)</p> <p>Project Cover Sheet</p> <ol style="list-style-type: none"> 1. Applicant <ol style="list-style-type: none"> 1A. Experience and Knowledge 1B. Program Capacity 1C. Staffing and Qualifications 1D. CoC Participation 2. Project Description <ol style="list-style-type: none"> 2A. Scope of Work 2B. CoC Priorities and Collaboration 2C. Coordinated Entry Participation 2D. HMIS Participation 3. Project Management <ol style="list-style-type: none"> 3A. Communication and Reporting 3B. Project Timeline 3C. Budget and Spending Capacity 4. Proposal Requirements <ol style="list-style-type: none"> 4A. Proposal Completeness 4B. Deadline 4C. MWBE and/or DBE 	<p><u>Required attachments:</u> (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/Resumes (for key personnel involved in the project) • Detailed Project/Program Budget • Agency Budget • Recent A133 or the most recent audit • Recent Income Statement • Balance Sheet for the last three years • The recent statement of Cash Flows • MWBE and/or DBE documentation • Letter of support from the Alderman/woman
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To be considered by the Selection Committee (as explained on page 9 of this RFP), proposals must be submitted to the below address by 4:00 p.m. June 17, 2020. 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 and by the City of St. Louis.

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

* Due to the current situation of COVID-19, DHS will accept emailed proposal submissions as long as each proposal with its attachments are all within one PDF file. This will allow DHS staff to coordinate the printing of the 7 copies that will be required for all of the reviewers. Proposals being emailed should be sent to the Contact Person's email address at: BickfordA@stlouis-mo.gov.

Shelter Operations Expectations

- Monitor entry, exits, hallway, perimeter of building and cameras
 - Issue ID process for access to Emergency Shelter and other service (DHS will provide ID printer and cards)
 - Provide client orientation
- Evening Meal Planning and Prep
- Serve Breakfast or Provide Take Away Snacks
- Facility Upkeep
 - Cleaning (including laundering of sheets and bedding utilized)
 - Maintenance and Repair
 - Work with contracted maintenance workers (i.e. exterminators or repair men)
- Mail Distribution
- Coordinates onsite monitoring
- Access to showers
- Answer Phones
- Operate Client Phone
- Implement process for Daily Communications at shift change to provide updates on major unusual incidents (MUI) and document in log books
- Issue Bed Assignments
- Implement Locker Process to include assignment and cleaning
- Operate and provide ongoing training for Emergency Response (safety planning and equipment)
- Manage Volunteers
- Enter Data into HMIS as outlined in the Continuum of Care HMIS Policy and Procedures Manual
- Coordinates and collaborates with Service Provider, CE Providers, Outreach Workers, Hospitals, Police, DHS and CoC
- Provide on-going staff training in First Aid, CPR, Narcan, De-escalation Techniques, Non-Violent Crisis Interventions

Housing Focused Case Management Expectations

(Applicant must indicate the times these services will take place in its proposal)

- Provide Client Orientation
- Collaborate with CE Provider and Provider of Services in Biddle House
- Collaborate with ALL Outreach Providers in St. Louis City and County
- Collaborate and coordinate with Hospitals and Police
- Provide Housing Focused Case Management
- Issue Intake on individuals/families seeking services at Biddle House
- Provide appropriate referrals to individuals/families at-risk or experiencing homelessness
 - Linkage to Housing (Safe Haven, RRH, TH, PSH, PHA, and unsubsidized private landlords)
 - Linkage to mainstream resources
 - Coordinate with SOAR program for access to Benefits
 - Coordinate and collaborate with outside agencies for Behavioral and Physical Health, Legal assistance, etc.
- Assist with obtaining ID's, Birth Certificates, Bus Passes, Transportation, Special accommodations
- Participate in weekly housing meetings and collaborative Case Management
- Enter Data into HMIS as outlined in the Continuum of Care HMIS Policy and Procedures Manual
- Provide/coordinate onsite programming
- Manage Volunteers and Interns
- Document services provided in case files and HMIS
- On-going staff training in Housing First, Trauma Informed Care, Mental Health, Substance Abuse Disorders, Homelessness, Motivational Interviewing and Progressive Engagement, First Aid, CPR, Narcan, De-escalation Techniques, Non-Violent Crisis Interventions

Specific Expenses, Repairs, and Purchases Functions

The City of St. Louis maintains ownership of the facility and grounds associated with 1212 N. 13th St., property known as Biddle Housing Opportunities Center (BHOC). 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)
- Communication Services (internet, phone system, etc.)
- 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 City in partnership with the BHOC operator will assist with repairs or other issues that arise. The expectation is that BHOC staff will work with City of St. Louis contractors to ensure that they have access to make repairs and address matters. BHOC staff will need to report issues to DHS .

Laundering is expected to occur daily and as such there are laundering facilities on site. DHS (contracting with a security company) and St. Louis Metropolitan Police Department will work with the shelter operator to ensure support and security.

2020 ESG BHOC Budget

PROGRAM NAME:				
	OPERATING COSTS		MATCH CONTRIBUTION	
	TOTAL BUDGET	RFP REQUEST	AMOUNT	SOURCE
Maintenance/Repair Quantity:				
Staff (FTES, Position, Salary, Benefits)				
Equipment Quantity:				
Supplies Quantity:				
Insurance Quantity:				
Furnishings Quantity:				
Food Quantity:				
Security Quantity:				
Other (Must Specify) Quantity:				
Subtotal Operating	\$0.00	\$0.00	\$0.00	
	SUPPORTIVE SERVICES COSTS		MATCH CONTRIBUTION	
	TOTAL BUDGET	RFP REQUEST	AMOUNT	SOURCE
Outreach Quantity:				
Case Management Quantity:				
Life Skills (Outside of Case Management) Quantity:				
Alcohol and Drug Abuse Services Quantity:				
Mental Health and Counseling Services Quantity:				
HIV/AIDS Services Quantity:				
Health Related Quantity:				
Education and Instruction Quantity:				
Employment Services Quantity:				
Transportation Quantity:				
Other (Must Specify) Quantity: Client assistance				
Subtotal Operating	\$0.00	\$0.00	\$0.00	
	INDIRECT COSTS		MATCH CONTRIBUTION	
	TOTAL BUDGET	RFP REQUEST	AMOUNT	SOURCE
Direct Wages -				
Indirect Wages -				
Rent/Utility Expenses - overhead				
Other (Must Specify)				
Subtotal Indirect	\$0.00	\$0.00	\$0.00	
GRAND TOTAL	\$0.00	\$0.00	\$0.00	

Project Evaluation Rubric – Emergency Shelter Project

Organization’s Name:

Project Name:

		Exceeds Requirement (8-10)	Meets Requirement (4-7)	Below Requirement (0-3)	Score (40)	
1	APPLICANT					
1A	Experience and Knowledge				10/10	
1B	Program Capacity				10/10	
1C	Staffing and Qualifications				10/10	
1D	CoC Participation				10/10	
2	PROJECT DESCRIPTION					
2A	Scope of Work				10/10	
2B	CoC Priorities and Partnerships				10/10	
3C	Coordinated Entry Participation				10/10	
3D	HMIS Participation				10/10	
3	PROJECT MANAGEMENT					
3A	Communication & Reporting				10/10	
3B	Project Timeline				10/10	
3C	Budget and Spending Capacity				10/10	
3D	Match and Leverage				10/10	
3E	Financial Capacity Rubric* (DHS Auditors) (Exhibit F)				25/25	
4	PROPOSAL REQUIREMENTS		Meets Requirement (5)	Did Not Meet Requirement (0)		
4A	Proposal Completeness				5/5	
4B	Deadline				5/5	
4C	MWBE and/or DBE				5/5	
				Total Points Available	160	
	Total Up Each Column, then sum the columns in “Final Total Score” box to the right.	Column Total	Column Total	Column Total	Final Total Score	

***Financial Capacity: Exceeds Requirement (20-25),
Meets Requirement (11-19),
Below Requirement (0-10)**

Financial Capacity Rubric – Emergency Shelter Project

Organization’s Name:

Project Name:

Required Attachments:

- | | | |
|---|---|---|
| <input type="checkbox"/> Evidence of 501 (c) 3 status | <input type="checkbox"/> Detailed Project/Program Budget | <input type="checkbox"/> Organizational Chart |
| <input type="checkbox"/> Recent Income Statement | <input type="checkbox"/> Federal Form 990 | <input type="checkbox"/> Agency Budget |
| <input type="checkbox"/> Recent statement of Cash Flows | <input type="checkbox"/> Balance Sheet for last three years | |
| <input type="checkbox"/> Current List of the Board of Directors | <input type="checkbox"/> Recent A133 or most recent audit | |

	Questions	Exceeds Requirement (5)	Meets Requirement (3-4)	Below Requirement (0-2)	
1	Is the agency’s budget complete and without error?				5/5
Comments:					
2	Was the Agency’s A-133 or financial statements without Material weakness or deficiency? (If applicable)				5/5
Comments:					
3	Does the organization’s most recent Income Statement ratios show that the agency is on solid financial footing?				5/5
Comments:					
4	Does the organizations last three years of balance sheets show a stable financial picture?				5/5
Comments:					
5	Does the organization’s Statement of Cash flows show positive ratios?				5/5
Comments:					
				Total Points Available	25
	Total Up Each Column, then sum the columns in “Final Total Score” box to the right.	Column Total	Column Total	Column Total	Final Total Score

Financial Capacity:

Exceeds Requirement (20-25),
Meets Requirement (11-19),
Below Requirement (0-10)

Acceptable Score Range:

Risk Score Explanation:



OUR MISSION

STLCOC is a broad-based partnership to prevent people within the community from becoming homeless and to find ways to end homelessness. Through interagency collaboration coordination and collaboration, STLCOC will provide homeless people with effective services, and help them obtain affordable housing. STLCOC shall serve in a collaborative capacity to the Division of Homeless Services of the Department of Human Services (“DHS”) of the City of St. Louis (the “Collaborative Applicant”).

OUR VISION

The St. Louis City Continuum of Care leads effective partnerships that prevent and end homelessness so that immediate resources are available, and everyone has a place to call home.

WE BELIEVE

...that including all voices in our work is necessary to shape solutions that are grounded in individual rights, shaped by our pursuit of equity, acknowledging our own bias, and made stronger through our collaboration.

This means that persons with lived experience are central to how the community designs service delivery and the system itself represents the diversity of the community not just in demographics, but in culture, opinion, and experience. This means that services and the system of care must embrace the intrinsic value of each person regardless of history, experience or circumstance. Furthermore, given the inequities experienced by marginalized groups such as people of color, the system of care and services must not discriminate in access or equity of services.

...because of our collective intellect and expertise, innovation is possible to create an accessible, navigable, efficient and effective homeless response system.

This means that success in the implementation of meaningful solutions is a product of our partnerships and that ending homelessness is possible. The community embraces new ideas, methods and products in the pursuit of addressing homelessness.

...when persons in need seek our care, they will experience, compassion, dignity, and choice. Their path through our homeless response system will be centered on their individual needs, empowered by our person-centered, trauma informed, housing first coordination of care.

This means that:

- Barriers to services are removed so that people with complex and co-occurring issues can be quickly identified and have rapid access to the services they need;
- There are no housing readiness requirements for services;
- There is self-determination and client choice;
- There is a recovery-orientation to service delivery;
- Individualized and client directed supports are offered; and,
- Social and community integration is a goal of service delivery.

...that we are the stewards of an accountable system of care and will openly and transparently utilize data as evidence to inform, respond, and continuously improve.

This means that there is trust between the community, service providers, local government, and the Continuum of Care leaders and members. It also means that there is transparency in decision making, service delivery, outputs, outcomes, and data. There is a desire for mutual accountability across parties involved in homelessness in St. Louis, with a focus on results. Not every new idea, method or product is going to work out as planned, and the community believes that taking risks and failing is part of the process of improving.