



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

FY2019 & FY2020

**EMERGENCY
SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS
(RFP)**

Release Date: April 14, 2021
Due Date: May 12, 2021, 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 the following U. S. Department of Housing and Urban Development (HUD) program:

2019 & 2020 Emergency Solutions Grant (ESG)

Proposals will be accepted for the ESG funding categories of Emergency Shelter, Street Outreach, Rapid Re-Housing, Homeless Prevention, and Homeless Management Information System (HMIS).

Beginning April 14, 2021, 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/>

**Informational Bidder's Conference will be held via Zoom on
April 27, 2021, 3:00pm,**

Those that want to participate in the Zoom Webinar can email Amy Bickford at bickforda@stlouis-mo.gov to be added to the Calendar Invite with Webinar link or attend the meeting via this Zoom Access:

<https://us02web.zoom.us/j/84652622143?pwd=UVg0aFBrajcxSjFWaFRmd2NQNKkxdz09>

Meeting ID: 846 5262 2143

Passcode: 871022

One tap mobile

+16465588656,,84652622143#,,,,*871022# US (New York)

Questions Regarding the RFP:

- Must reference the RFP page number and section to which it applies.
- DHS will record questions and provide written responses posted on the City's website.
- DHS will maintain a list of entities that requested the RFP and provide question responses to them.
- Amy Bickford is the dedicated contact person. No contact with any other committee member is permitted.
- Questions should be submitted in writing on or before May 5, 2021 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**

To be considered by the Selection Committee proposals must be received by 4:00 p.m. May 12, 2021. All applicants must provide seven (7) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a cover page (colored paper preferred). Incomplete proposals or those received after the due date and time may be rejected. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis.

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 (RS MO 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.

EMERGENCY SOLUTIONS GRANT AUTHORITY AND USE

The City of St. Louis seeks to use its Federal Emergency Solutions Grants (ESG) funds to address the urgent needs of residents who are experiencing homelessness or are at imminent risk of homelessness. The ESG program is funded by HUD and is administered by the City of St. Louis Department of Human Services.

These funds are made pursuant to the authority of Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.) and is subject to the applicable annual appropriations act. These funds are made available in accordance with the City of St. Louis Consolidated Plan and Annual Action Plan, in accordance with 24 CFR Part 91.

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 2020 ESG funding for all these categories.

The City of St. Louis is seeking a variety of applicants that can provide new and innovative solutions to housing and programs that seek to rapidly provide housing and services due to the unhoused. The effects of the coronavirus have been detrimental to people experiencing homelessness and the City wants to see ESG funds used as broadly as possible to aid in getting people moved off the streets and out of shelters. ESG funded organizations shall work closely with other community programs that, together, provide an array of housing opportunities and solutions intended to prevent and end homelessness for households in need.

Agencies and organizations which are accustomed to working with people of color, people who are too often marginalized facing steeper health challenges and even death at higher rates are highly encouraged to apply for funds.

In a national publication produced by the National Low-Income Housing Coalition, it was stated that “people of color are disproportionately represented among people experiencing homelessness and low-income, cost-burdened households. Data is emerging that coronavirus is infecting and killing black Americans at a disproportionately high rate. Marginalized populations, including people of color, Native people, immigrants, people with criminal records, people with limited English proficiency, and other individuals, should have full and equitable access to these resources. Moreover, many people exiting the criminal justice system are unable to access regular HUD housing assistance and must overcome significant barriers to obtaining affordable, accessible housing.” (NLIHC, 2020, p. 3).

ANNUAL ACTION PLAN GOALS & FUNDS AVAILABLE

For FY2019 Emergency Solutions Grant:

- \$18,303.50 is available in ESG funds under this RFP
- Grant Term is 1-4 months as these funds must be fully spent down by September 17, 2021

For FY2020 Emergency Solutions Grant:

- \$942,173 is available in ESG funds under this RFP
- Grant Term of One (1) year

Each year, the City’s Consolidated Plan is updated with Annual Action Plan goals. The Annual Action Plan provides a projection of the goals, which includes the amounts to be allocated by component type and the projected number of people to be served. The City must strive to meet these goals to the greatest extent possible.

The previous five years data found that the one area where we were under-meeting our target number of people to serve was in the category of Homeless Prevention. With the left over and available FY2019 funds, the below chart shows the amount available for the component type categories. There will be heavy preference to utilize a high proportion to Homeless Prevention.

FY2019 Available Funds by Component Type	Amount Available
Emergency Shelter &/OR Street Outreach	\$11,355.23
Rapid Rehousing, Homeless Prevention or HMIS	\$6,948.27
Total Available	\$18,303.50

Proposals do not have to specify if they are applying for the FY2019 or the FY2020 funds. After selections are made through the selection process discussed below, contracts will be negotiated between DHS and the Agency’s to determine amount of award and which year of funding will be utilized.

Here’s a projection of the goals for the 2020 ESG funds, which includes an estimate of the amount of people we hope to see served with these funds:

FY 2020 Goals Component Type	Funds Available	Target Number to Serve
Emergency Shelter	\$337,248	2,290 people
Street Outreach	\$22,055	1,600 people
Rapid Rehousing	\$244,284	100 households
Homeless Prevention	\$250,586	250 households
Homeless Management Information System (HMIS)	\$88,000	n/a
Total	\$942,173	4,240 persons/households

Proposals will be awarded such that we are getting as close to possible to meeting or exceeding the above targets for people served.

METHOD OF COMPENSATION

The method of compensation for Emergency Solution Grant contracts is via monthly reimbursement for incurred expenses. Disbursements shall be made by pre-numbered checks that are signed by the City Chief Executive Officer and the Financial Officer or any two (2) duly authorized officers.

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract and grant must align with HUD and City requirements. This will include instruction, both verbal and written, on the Homeless Services requirements for complete, accurate and timely billing packet submissions, so reimbursements can be provided to subrecipients as quickly as possible. The City issues check payments to subrecipients once the complete, accurate and timely billing packet is fully processed through several City Departments. Selected subrecipients will have to incur expenses and be able to cover up to three months of the project at the start of the contract.

ELIGIBLE ESG COMPONENTS

1. **Emergency Shelter:** ESG funds may be used for the costs of providing essential services to homeless individuals and families in emergency shelters and for the operations of emergency shelters. Please Note: The City will not be approving Renovations as an eligible activity under this RFP. 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
 - **Shelter operations:** Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishings and supplies necessary for shelter operation. Eligible costs may also include hotel or motel vouchers for families or individuals.

2. **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 to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or other appropriate health facility. Eligible Essential Services costs include:

- **Engagement:** Activities to locate, identify and build relationships with unsheltered homeless people and engage them for providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Engagement includes initial assessment of needs/eligibility, crisis counseling and addressing urgent needs with provision of meals, blankets, clothes or toiletries.
- **Case Management:** Activities to assess housing and service needs, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant.
- **Emergency Health Services:** Eligible costs are for the direct treatment of medical conditions that are provided by licensed medical professionals operating in community-based settings, including streets, parks and other places where unsheltered homeless people are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
- **Emergency Mental Health Services:** Costs which include direct outpatient treatment by licensed professionals of mental health conditions, operating in a community-based setting, including streets, parks and other places where unsheltered people are living. ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the area and consists of crisis intervention, prescription of psychotropic medications, explanation about the use and management of medications and combinations of therapeutic approaches to address multiple problems.
- **Transportation:** Costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible. The costs of transporting unsheltered people to emergency shelters or other services facilities are also eligible. Public transportation costs, mileage allowance of service workers, cost of purchasing a vehicle for the subrecipient which will be used to provide transportation to program participants are all covered costs. The cost of gas, insurance, taxes and maintenance are also covered expenses.
- **Services for Special Populations:** Services to homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the above-mentioned categories for the Street Outreach component.

NOTE: Community Coordinated Street Outreach Response: The City of St. Louis selected St. Patrick's Center in the first ESG-CV1 RFP to lead a coordinated street outreach approach. Any organization which applies for Street Outreach funds under this RFP will be required to also engage in street outreach coordination efforts as led by St. Patrick's Center.

3. **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.

Program participants must meet the criteria under paragraph (1) or paragraph (4) of the HUD Homeless Definition in 24 CFR 576.2 and living in an emergency shelter or other place described in paragraph (1) of the HUD Homeless Definition. Eligible costs include financial assistance and housing focused services, as outlined here:

Financial Assistance:

- Rental Assistance of up to 12 months (per CPD-20-08);
- Rental Application Fees;
- Security Deposits that are equal to no more than 2 month's rent;
- Last Month's Rent which can't be more than one month's rent, and is included in the calculation of total rental assistance provided which cannot exceed 24 months during any 3-year period;

- Utility Deposits and Utility payments of up to 24 months of assistance per service and including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. Eligible utilities are gas, electric, water, and sewage;
- Moving Costs. Costs include truck rental or hiring a moving company and may also include payment of temporary storage fees for up to 3 months, provided the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Temporary storage fees which are in arrears is not eligible.

Housing Focused Services:

- **Housing Search and Placement:** Services and activities to assist program participants in locating, obtaining and retaining permanent housing. Includes assessment of housing barriers, needs and preferences, development of an action plan, housing search, outreach to and negotiation with owners, assistance with submitting rental applications and understanding leases, assessment of housing for compliance with ESG inspection requirements for habitability standards and lead-based paint, rent reasonableness, assistance with obtaining utilities and making moving arrangements, and tenant counseling
- **Housing Stability Case Management:** ESG funds may be used to pay the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.
- **Mediation:** ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
- **Legal Services:** ESG funds may pay for legal services, as set forth in 24 CFR 576.102 (a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
Credit Repair : Credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

4. **Homelessness Prevention:** Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or a place not meant for human habitation. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears;
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs;
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair (see section above under rapid rehousing).

5. **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:

- Costs associated with contributing data to the HMIS designated by the CoC for the area which include purchasing/leasing hardware, purchasing licenses, purchasing/leasing equipment, obtaining technical support, leasing office space, payment for other office/business charges, salaries for operating the HMIS, costs for staff attendance in HUD approved training, etc.
- HMIS Lead (as designated by the CoC) costs for managing the HMIS system which include hosting and maintaining the HMIS software and data, backing up, recovering, repairing, upgrading, customizing and enhancing the HMIS, integrating and warehousing the data, administering the system, reporting to providers, the CoC and to HUD, and conducting training.
- Victim services or legal services provider costs to establish and operate a comparable database

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 1/23/17, page 11.

Housing Focused Case Management: 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. Refer to page 14-16 in the HSD Housing Case Management Standards document available online through the RFP website page.

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 Homeless Services Division (HSD) for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes Exhibit D & E.
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 designee(s) 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. Process utilizes Exhibit D.
3. The third phase will involve the evaluation of the proposal's merits by each City 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.

ADDITIONAL SELECTION CONSIDERATIONS

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

- Specialized experience, qualification and technical competence of the agency, it's principals, project manager, and key staff.
- Ability of the agency to provide innovative solutions
- Approach to the project and any unusual problems anticipated.
- The capacity and capability of the agency to perform the work with the time limitations.

- Past record and performance of the agency with respect to compliance, cost control, and quality of work.
- Fees or fee structure for work performed.
- The availability of financial and operating resources of agency to complete the work as required.
- Proximity of the agency to the City.
- M/WBE and/or DBE participation
- Ability of the agency 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 will be considered with respect to 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 be a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address requirements set out in the RFP.
- The extent to which the proposed project fills a gap in the community's CoC.
- 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.

RFP TERMS & CONDITIONS

1. The City reserves the right to reject any proposal 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 agency. 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.
6. The proposed activities within an applicant's proposal must meet the funding priority and eligible components as stated within the RFP.
7. Applicant must have a DUNS Number.
8. Applicant must have registered in the System for Award Management (<https://www.sam.gov/SAM/>) before a contract can be awarded and are strongly encouraged to start the registration process on www.SAM.gov as soon as possible.
9. Applicant must be current with IRS Form 990 filings (when applicable) or be under an automatic or approved extension.
10. Applicant must have completed all required federal audits (if applicable).
11. Applicant must be current on filings of all federal, state, or local taxes.
12. Applicant must not have any unresolved or open HUD audit or monitoring findings.
13. Applicant must be in good standing with the State of Missouri and City of St. Louis (**Please note applicants must have a current business license or be deemed exempt by the License Collector's Office**). See: <https://www.stlouis-mo.gov/government/departments/license/business-license-info/> and <https://www.stlouis-mo.gov/government/departments/license/business-license-info/Graduated-Business-License-Process.cfm>
14. Applicant's proposed activities must not take place in a building not approved for occupancy by the City of St. Louis. See: <https://www.stlouis-mo.gov/government/departments/public-safety/building/permits/occupancy-permits/commercial-occupancy-permits.cfm>
15. Applicant must not be on the federal Excluded Parties List (debarred). See: <https://www.dol.gov/agencies/ofccp/debarred-list>

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 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.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <https://ago.mo.gov/criminal-division/public-safety/unauthorized-alien-workers>. 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 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>

MISSOURI STATUTE - ISRAEL ENGAGEMENT ACTIVITY

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to [*Certification under Revised Statutes of Missouri Section 34.600*](#). If a contract or grant exceeds \$100,000 in value, and Subrecipient has 10 or more employees, then as a condition for the award of a contract or grant, Subrecipient, shall, pursuant to the provisions of Section 34.600 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit affirm and certify that Subrecipient is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the state of Israel; or persons or entities doing business in the state of Israel.

<https://revisor.mo.gov/main/OneSection.aspx?section=34.600>

REFERENCE

National Low-Income Housing Coalition. (2020, April 15). *Housing Instability and Homelessness. CARES Act Suggestions for State, Local, Tribal, and Territorial Elected Officials.*

https://nlihc.org/sites/default/files/Housing-Instability-and-Homelessness_Cares-Act.pdf

ATTACHED EXHIBITS

Exhibit A: Proposal Cover Sheet, pages 12-13

Exhibit B: Proposal Narrative & Attachments Guidance, pages 14-16

Exhibit C: FY2020 ESG Budget Template, page 17

Exhibit D: Project Evaluation Scoring Rubric, page 18

Exhibit E: Financial Capacity Scoring Rubric, page 19

Exhibit F: Continuum of Care Mission, Vision & Values, page 20



**City of St. Louis – Homeless Services Division,
2020 ESG-REQUEST FOR PROPOSALS (RFP)
PROPOSAL COVER SHEET**

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 #			

<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

SELECT ONLY ONE OF THE CATEGORY TO THE LEFT. 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.**

Is the request for new funding or renewal funding?

Amount Requested from ESG funding: \$_____

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

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

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

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

How many persons or households are projected to be served with the ESG funds requested? _____

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"/> Behavioral Health | <input type="checkbox"/> Developmentally Disabled | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Youth | <input type="checkbox"/> Other |

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
Emergency Solutions Grant			
Continuum of Care			
Domestic Violence			
Proposition P			
Proposition S			
Health Division Grant			
Affordable Housing Grant			
Community Development Commission			
Emergency Solutions Grant-Coronavirus			
Cares Act Funds – STL City CARES (HP)			
Treasury ERAP Funds			
Other Funds Provided Due to Pandemic			
Other:			

See next page for the Narrative and Attachment Guidance (Exhibit B).

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

In addition to submitting the *Proposal Cover Sheets* the applicant will need to provide detailed narrative for each of the following questions. The Narrative page should list each question in bold font, and then list the response. Number the questions/responses. Don't forget to include Attachments (p. 16).

These questions will be evaluated for funding decisions. The project evaluation rubric (Exhibit D) and financial capacity rubric (Exhibit E) will outline the measures used to score the proposals.

1. Scope of Work/Project Description: Provide a comprehensive project description. Include embraced best-practices, and objectives for reducing homelessness, including the intended impact of the project on homeless individuals and families and/or those at risk of homelessness.

2. Explain how operations have been adapted to account for the pandemic. (Use Centers for Disease Control and Prevention (CDC) Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) to assist applicants with planning and documentation efforts and in determining how the current coronavirus is and/or will impact operations.)

3. Activity Specific Information: For any activity below for which the proposal seeks to be funded please answer these specific questions. (HMIS projects don't need to fill out this section).

A. Emergency Shelter/Temporary Emergency Shelter:

- Is this a year-round Emergency Shelter?
- How many shelter beds are available at full capacity?
- How has the capacity changed, due to the pandemic?
- Will the proposal fund additional shelter bed capacity?
- How many additional beds will be added?
- Will the space be congregate or non-congregate (separate rooms)?
- Are the beds considered first come first serve, or are beds reserved ongoing for people?
- Depending on the type of shelter space, please explain how the shelter space will be addressing COVID-19 health and safety risks.
- Will there be 24/7 access, or is access limited to specific hours? State what those hours are.
- What additional services are being provided beyond sleeping accommodations? (food, showers, case management, other, etc.). Please explain services in detail.

B. Street Outreach:

- What Street Outreach services will be offered?
- Will your Street Outreach project coordinate with the St. Patrick's Center Coordinated Street Outreach project?
- Does your project utilize HMIS?
- What is the average length of time people will be enrolled in Street Outreach Services?

C. Rapid Rehousing:

- How many households do you plan to house?
- What will be the average months served per household?
- How much average assistance is anticipated to be provided per household?
- Are you adding extensive services provision?
- Please explain what services and providers you suggest funding in your project.
- Will your RRH project commit to Housing Surge activities, should the continue?
- Explain how you assess households and determine levels of assistance?
- What types of services are engaged in to determine ongoing levels of assistance?
- Explain your case management model?

D. Homeless Prevention:

- How many households will you serve with prevention funds?
- What will be the average months served per household?
- How much average assistance is anticipated to be provided per household?
- What other services beside rental assistance will be provided in your project?
- Explain how you assess households and determine levels of assistance?
- What types of services are engaged in to determine ongoing levels of assistance?
- Explain your case management model?

4. Experience and Knowledge: This section only required if you've never been funded by DHS Homeless Services. Explain what experience and knowledge you bring to your project.

5. Program Capacity: Explain your experience in assessing the needs of, and providing services to, low income individuals who are homeless, formerly homeless or at risk of becoming homeless

6. Staffing and Qualifications: Include an organizational chart of staff involved in the project. Please provide a BRIEF job description for all staff working within the project.

7. Outcomes: Explain what outcomes the project proposes to meet.

8. Continuum of Care (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.

9. 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 F). The CoC has established a vision to provide effective partnerships in its efforts to end homelessness. Explain how this project and the agency's efforts will address the needs of people experiencing homelessness through community collaborations and partnerships

10. 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.

11. HMIS Participation: At a minimum the following will be required:

- a) entering and tracking participants 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.

Do you already have licensed staff in HMIS? If not, will you adhere to HMIS requirements?

12. Communication and Reporting: State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur monthly. What staff person(s) will be involved in this part of the project? The City will be required to report detailed expenditures and use of funds to HUD on a quarterly basis. It is essential that the agency has a strict process outlined for recording expenditures and a person identified as a point person.

13. Project Timeline: The City will be under strict reporting guidelines for these funds. It's critical to understand when your proposed project will start up and be at capacity. Please provide a timeline stating these types of activities: hiring staff, start-up, renovation start and completion (if being proposed), when clients will begin being seen, or admitted sheltering beds, if temporary, when project would be closing, etc. The timeline should demonstrate the ability to have a plan for spending down all funds while serving persons in an appropriate timeframe and manner.

14. Budget, Match Requirements and Spending Capacity: In addition to briefly explaining the budget put forth, explain the agency’s ability to provide solid fiscal accountability to the project. Costs should be reasonable for the services and correspond to the number of persons to be served. The sample budget form (Exhibit C) should be used to create the proposal budget. The City requires that each subrecipient provide a 100% match to the overall proposed project. 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.

15. Leveraged Resources: Explain the extent to which the agency will be leveraging resources to complete the proposed project. In other words, what does the agency bring to the table making them a valued resource worth funding with ESG funds?

16. Unhoused Empowerment: Explain how the agency plans to involve and empower people experiencing homelessness to participate in decision-making and project operations. Or explain what efforts the agency is engaging in to provide an unhoused voice to the services provided and/or to being involved in decision making?

17. 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, as filed with the City of St. Louis. This may not be applicable to all applicants.

All proposals submitted to HSD must include the following items:

<u>Project Proposal Narrative:</u> (not to exceed 15 pages)	<u>Required attachments:</u> (not included in page limit)
<p>Project Cover Sheet (2 pages)</p> <p>Narrative which answers the 17 questions posed within the RFP. Narrative questions should be answered on blank paper, where each question is listed, bolded, and response directly follows the question.</p> <p>*For attachments, include a blank, titled page between each attachment. If possible provide on colored paper.</p>	<ul style="list-style-type: none"> • Detailed Project/Program Budget (Exhibit C) • Evidence of 501 (c) 3 status • Copy of System for Award Management (SAM) Report • HMIS Participation Letter • Organizational Chart (for project/show staff involved in project) • Agency Organizational Chart • Current List of the Board of Directors • Federal Form 990 • Job Descriptions (for key personnel involved in the project) • 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 of the Ward the Agency is located within. If unable to acquire, may provide Letter of Support from any Alderman/woman.

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING.

Proposals must be submitted to the below address by 4:00 p.m. May 12, 2021. All applicants must provide seven (7) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a cover page (colored paper preferred). Incomplete proposals or those received after the due date and time may be rejected. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis. Proposals to be submitted to this address: **Department of Human - Homeless Services Division, 1520 Market Street, Room 4065, St. Louis, MO 63103.**

Agency
Prepared By:
Date Prepared:

FY2020 HESG Budget

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

Executive Director/CEO/Administrator	Homeless Services Division Program Manager
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Date	Date
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FY2020 HESG RFP PROJECT EVALUATION RUBRIC

Exhibit D

	Proposal Questions	Exceeds Requirement (6-10)	Meets Requirement (5)	Below Requirement (0-4)	Points Possible	Reviewer's Score
1	Scope of Work/Project Description				10	
2	Response & Changes due to COVID-19?				10	
3	Activity Specific Information				10	
4	Experience and Knowledge				10	
5	Program Capacity				10	
6	Staffing and Qualifications				10	
7	Outcomes				10	
8	CoC Participation				10	
9	CoC Priorities and Collaboration				10	
10	Coordinated Entry Participation				10	
11	HMIS Participation				10	
12	Communication and Reporting				10	
13	Project Timeline				10	
14	Budget and Spending Capacity				10	
15	Leveraged Resources				10	
16	Unhoused Empowerment				10	
	PROPOSAL REQUIREMENTS	Meets Requirement (5)	Partially Met Requirement (1-4)	Did Not Meet Requirement Or N/A (0)	Points Possible	
17	Proposal Completeness (all sections answered/all attachments provided)				5	
18	Deadline (Complete project received by RFP deadline)				5	
19	MWBE and/or DBE				5	
	FINANCIAL AUDIT (Completed by DHS Auditors)				Points Possible	
20	Financial Capacity Rubric* Exceeds (20-25), Meets (11-19), Below (0-10)				25	
				Total Points Available	200 possible	

If the response met the requirement, but there was no elaboration or expansion, score 5 points. For those responses where you are left confused or feel the response isn't adequate, the scorer may choose a score ranging from 0-4 points. For responses the scorer feels the applicant went above and beyond, or where there is a high need for the proposed project, etc., the scorer can score in the range of 6-10 points.

Financial Capacity Rubric – ESG Project

Exhibit E

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:



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.