



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

**REQUEST FOR PROPOSALS  
(RFP)**

**FY 2020 Proposition P Funds**

**Winter Shelter Operations**

*Bidder's Conference – 3:00 pm  
Wednesday, August 28, 2019 at  
Department of Human Services  
1520 Market St. 1st Floor, Room 1  
St. Louis, MO 63103*

Release Date: August 20, 2019  
Due Date: September 17, 2019 4:00 pm



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
HOMELESS SERVICES DIVISION  
2019 REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services is issuing a Request For Proposals (RFP) to add additional Emergency Shelter beds for Winter Operations beginning November 1, 2019 to March 30, 2019.

Beginning August 20, 2019, RFP packets will be available for pick-up at the Homeless Services Division or at the following website:

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

The Bidder's Conference regarding this RFP will be held on August 28, 2019 at 3:00 p.m. at the Department of Human Services, City of St. Louis, 1520 Market Street, 1<sup>ST</sup> Floor, Room #1, St. Louis, MO 63103.

All other questions should be submitted on or before September 10, 2019 and should be referred to:

**Amy Bickford**  
**Chief Program Manager**  
**Department of Human Services**  
**Homeless Services Division**  
**1520 Market Street, Room 4065**  
**St. Louis, MO 63103**  
[bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov)

*Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website. All contacts and questions must be submitted in writing to this designated contact person and such contact person will respond in writing to each contact and/or question. The Department shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.*

**Contact with Selection Committee members is strictly prohibited.**

**To be considered by the Selection Committee, proposals must be submitted to the above address by 4:00 p.m. September 17, 2019.** All applicants must provide seven (7) copies of their proposal at the time of submission (no staples). Proposals received after the aforementioned date and time, or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

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

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

The City of St. Louis HSD is the collaborative applicant for the St. Louis City Continuum of Care (CoC), as well as the administrator of Emergency Solution Grant (ESG) and Domestic Violence Shelter Funding (RSMo 455.210 - 455.230). HSD performs several important functions to coordinate homeless services with the CoC in St. Louis City that includes the following:

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

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

## **INTRODUCTION**

The City of St. Louis seeks to use Proposition P General Use Tax funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness during the winter months. Proposals for the City administered funds are now being accepted.

These funds may be used in combination with other federal, state and local funds and used to participate in the community-wide system of homelessness services. The City of St. Louis is the collaborative applicant for Continuum of Care funds administered by the U.S. Department of Housing and Urban Development (HUD). Through the HEARTH Act, HUD-funded organizations work closely with other community programs to provide an array of emergency services and housing opportunities intended to prevent and end homelessness for households in need.

Winter weather poses a serious threat to all individuals especially those experiencing homelessness. By opening additional shelter beds and opportunities to connect to services we are able to help ensure safety. Longer term, HUD along with the City of St. Louis and its community partners, expects that systems of services make steady progress toward reducing homelessness, including lowering the number of people entering the system, shortening the duration of homelessness, and limiting recurrent homelessness.

## **FUNDING**

The funding available for these services is up to \$500,000 through the City of St. Louis Proposition P General Use Tax Funds. Contract terms will be for six (6) months beginning October 1, 2019 – April 30, 2020.

## **ELIGIBLE COMPONENTS:**

All applicants applying for winter shelter must commit to operating **daily** between December 1, 2019 to February 29, 2020 and to activate shelter based on temperature (32 degrees and below) for the months of November 2019 and March 2020. The City of St. Louis will notify the shelter system when the temperature has hit the threshold.

### **Payment**

Per diem base rates have been established as specified in the table below.

Existing emergency shelters	\$14 per person
New emergency shelters	\$22 per person

Existing emergency shelters are those that have received any sort of federal, state or local funds in the last five (5) years to operate emergency shelters. New emergency shelters are those that have not received federal, state or local funds to operate emergency shelters in the last five (5) years.

A minimum base rate at 25% of your nightly rate will be paid for the nights that shelter demand is low and you are unable to place individuals in all available beds. For example, if the capacity for a new shelter is 50 shelter beds, the minimum base rate would be \$275. So, on nights where less than 13 persons would be placed in this shelter the rate for that night would be \$275. If individuals are not placed at your shelter for more than two weeks, payment may be suspended until further notice.

### **Shelter Facility Requirements**

Facility requirements address the physical characteristics of the structure, equipment and supplies. HUD has defined minimum shelter and housing standards in 24 CFR 576.403, which must be adhered to for the funding made available under this RFP. These standards for shelter operations must meet minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards. The list below includes some of the standards, but for a comprehensive list review 24 CFR 576.403.

#### **Safety**

- Exits are clearly marked with exits signs.
- Smoke detector in each hallway on all levels.
- Fire extinguishers are available and tagged by the certification company with current date.
- Carbon monoxide detectors are installed on each level of the facility and in boiler room (if applicable).
- Establish a written fire safety plan, written security plan and floor plan.
- Provider must provide a boiler inspection (if applicable) certificate or receipt from a certified company.
- Hot water is not in excess of one-hundred twenty (120) degrees Fahrenheit.
- Heat, plumbing and electricity must meet minimum code requirements.
- Adequate cooking facilities must be available.

#### **Grounds**

- Snow removal and ice removal must be provided during the winter months whenever necessary.

#### **Illumination and Electricity**

- All light switches and outlets must be in working order, be properly mounted to walls and have switch plates and outlet covers.

## **Access**

- All means of egress must be clear and unobstructed.
- Windows in the bedrooms must allow egress to the outside of the facility.
- No sleeping quarters on third floor unless there is a commercial fire escape installed on building.

## **Sanitary Conditions**

- Facility must be clean, sanitary and free of obvious vermin infestation.
- Beds and bedding must be clean, sanitary and free of obvious vermin infestation.
- Bedding must be cleaned after use.
- Food must be prepared in accordance to food safety standards

## **Services Provided**

- Meals are provided daily (at a minimum breakfast and dinner)
- Sleeping area (cots and blankets will be provided by the City of St. Louis)
- Access to restrooms
- Showers (if available)
- Standard operating hours: 6 pm to 6 am (hours may be adjusted for inclement weather)

## **Fair and Equal Access**

The Contractor agrees to ensure fair and equal access by adhering to the following guidelines regarding client eligibility and intake procedures:

- City residency will not be a condition of occupancy. Last permanent address will have no bearing on program eligibility.
- Photo ID shall not be required.
- Intoxicated individuals or those who are under the influence of drugs may be admitted to the program, but may be asked to exit the program if the safety of others or self is compromised.
- “Families” are defined as a group of two or more people residing together, whether they are related or unrelated. Shelters that accept families must accept units that self-identify as families—proof of blood or legal relation cannot be required. [24 CFR 5.403]
- For shelters that accept families, the age and gender of a child under age 18 will not be used as a basis for denying any family’s admission. [24 CFR 576.102(b)]
- Marital status shall not be a basis for discrimination. Shelters that accept couples must accept unmarried couples. [24 CFR 5.105(a)]
- Sexual orientation will not be a basis for discrimination. Shelters that accept couples must accept same-sex couples. [24 CFR 5.105(a)]
- A criminal record (including sex offenses and violent crimes) will not be a basis for discrimination.
- The only exception shall be if there is in residence, at that housing, at least one family with a child under the age of 18. [24 CFR 5.105(a)]
- Participation in services/treatment will not be a condition of occupancy.

## **Site Visit/Inspection**

The City of St. Louis Department of Human Services will schedule a site visit for all applicants. If awarded, an inspection completed by a City of St. Louis Building Inspector will be required before executing the contract.

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

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

**Project Description, Scope, and Relevance:** Narrative should include a *Statement of Priorities* regarding project description, scope, and relevance, including the intended impact of the project on homeless individuals and families and/or those at risk of homelessness. This portion of narrative should state how many beds will be provided, the address of the physical location, the services to be offered, and the intended outcomes. The applicant should provide detailed description of the project or program and how the applicant will achieve the desired outcomes. Detailed timelines should be included for each proposal. Include within the project description narrative addressing how the facility will adhere to the minimum safety, sanitation and privacy standards of 24 CFR 576.403 and the additional requirements noted within the “Shelter Facility Requirements” of this RFP. Access needs to be addressed. How will persons access your shelter? Will it allow for walk up services or are the beds only made available through the Winter Outreach Shuttling protocols?

Preference will be given to applicants that address the following in their proposals:

- **Geographic location.** The City is hoping to fund shelters under this RFP in locations outside of the downtown area. Shelter’s should be accessible throughout the geographic region. Shelters may also be located in St. Louis County to receive funding under this RFP.
- **Laundrying Facilities for Homeless Occupants.** People experiencing homelessness are often unable to find an affordable way to launder their clothing and belongings. Shelters imploring best practices find a way to make this available for the occupants they are serving.
- **Shower Facilities for Homeless Occupants.** Another shelter best practice for the homeless are providing shower opportunities for them while in shelter. Please state in your proposal if this is available to those persons you plan to shelter.
- Preference will also be given to those existing shelters that are able to do an expansion in accord with this RFP.

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

**Policies and Procedures:** This section should show that the applicant’s proposed policies, strategies and plans to train and supervise personnel and other service participants engaged at the winter shelter. Pay close attention to best practices for identifying and meeting the complex and special needs of populations expected to appear at the winter shelter, including people suffering from chronic mental illness and substance dependence, women fleeing domestic violence, families, unaccompanied minors, and recently emancipated young adults. Additionally, the applicant’s proposed policies and strategies for ensuring safety at and good order around the facility, including coordination with police that is appropriate to the needs of facility guests and visitors and responsive to needs of neighbors and well calculated to maintaining safety and good order in neighboring communities.

**Organizational Capacity and Experience:** The applicant should demonstrate a history of assessing the needs of, and providing services to individuals who are homeless, formerly homeless or at risk of becoming homeless. The applicant should provide outcome data from similar programs operated by the organization that show the impact of the services provided. The applicant should verify established working relationships with other organizations in the community to ensure a network of services to meet the described needs of the participants.

**CoC Goals, Priorities & Participation:** Provide a narrative stating how the applicant is in alignment with the St. Louis City Continuum of Care goals and priorities. State how the program will improve upon what the CoC is currently doing in the community. Include a statement regarding which staff attend which CoC events,

meetings or committees. More information about the CoC can be found here: <https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/continuum-of-care/>

**Communication and Reporting:** State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur on a monthly basis. Additionally, there should be communication or at least involvement occurring monthly with the St. Louis City CoC. DHS staff and officers with the St. Louis Metropolitan Police Department work closely together on cold-weather response. These staff members have the most up-to-date information regarding coordination. Explain what the communication structure will be to ensure that the appropriate staff members are communicating with city departments.

**Timeline:** Please include a detailed timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes for the project or program. The timeline should demonstrate the ability to have a plan for how operations will work.

**Budget and Spending Capacity:** Per Diem base rates have been established for this project.

Existing emergency shelters	\$14 per person
New emergency shelters	\$22 per person

Existing emergency shelters are those that have received any sort of federal, state or local funds in the last 5 years to operate emergency shelters. New emergency shelters are those that have not received federal, state or local funds to operate emergency shelters in the last five years.

To identify the total budget, use the following formula:

# of Beds X 105 Days\* X Per Diem Rate = Total  
(i.e. 10 beds x 105 days x \$22 = \$22,880)

\*Based on past weather patterns, DHS anticipates operation for a total of 90 days between December 1<sup>st</sup> and February 29<sup>th</sup> and 15 days for weather activation for November and March for a total of 105 days.

Reimbursement is based upon the persons served. Utilization of HMIS will determine which individuals were served in winter shelter. The contractor will be responsible for collecting data, but DHS staff will enter the data into HMIS. A list of clients will be provided for your records, but DHS recommends the contractor has a process to double check these records.

**HMIS Utilization:** All persons served by this initiative are to be entered into the HMIS in accordance with HUD's standards on participation, data collection, and reporting requirements. DHS staff will enter the information in to the system, but the contractor will need to assist in collecting the releases and pertinent data.

DHS is required by HUD and the CoC to enter data on a regular and consistent basis and in accordance to CoC data timeliness standards. The data required for entry into HMIS includes the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Cause of Homelessness.

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

**Job Descriptions/ Resumes:** Include a flow chart of staff involved in the project and a brief narrative stating duties of each staff involved. A job description and/or a resume is required for key positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (executive director, program director, case manager). Job descriptions may be used for positions that are not yet filled.

**Claims For Reimbursement:** Sub-recipients will be reimbursed for eligible expenses. Monthly, each billing request submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to HSD within fifteen (15) calendar days after the calendar month in which the expenses are incurred or paid. Claims for reimbursement must be submitted to the assigned HSD Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim. Place in this section of narrative how the consultant plans to comply with this policy. Is there a specific person in charge of billings for the organization? What policies are in place within the applicant's organization to ensure this timeline for billings?

## **OTHER PROPOSAL REQUIREMENTS**

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

- Specialized experience, qualification and technical competence of the firm, it's principals, project manager, and key staff
- Ability of the firm to provide innovative solutions
- Approach to the project and any unusual problems anticipated.
- The capacity and capability of the firm to perform the work with the time limitations.
- Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work.
- Proximity of the firm to the City.
- Fees or fee structure as may be appropriate for the designated service.
- Availability of financial and operating resources as required to complete the work.
- M/WBE and/or DBE participation
- Provision of insurance as reasonably required by the Director of Human Services and naming the City of St. Louis as an additional insured
- Ability of the firm to meet statutory or ordinance requirements.
- Site Visit Review (DHS staff will contact the applicant to setup a site visit)
- Other items that arise as the result of the proposal or interview.

The following considerations will be given for proposals received:

- Preference for applicants that are active members of the St. Louis City Continuum of Care as outlined in their governance charter.
- Applicant is a non-profit organization in good standing.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The efforts by the applicant to address the needs of people experiencing homelessness through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The extent to which the applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- The applicant's plans to involve and empower people experiencing homelessness to participate in decision-making and project operations.

## **REVIEW & SELECTION PROCESS**

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

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

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

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

1. The first phase will involve a review of the proposals by the Homeless Services Division 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. The Homeless Services Division staff will provide a consolidated recommendation for the PSA committee review process.
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. The final phase will be a review of the proposals, CoC Board/Designee recommendations and DHS recommendations by the Selection Committee. During this phase, and at its discretion, the PSA committee may conduct interviews/presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the City of any additional factors that may be relevant to their decision. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

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

## **RFP Terms and Conditions**

1. City reserves the right to reject any and all proposals submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any firm. Respondents may be asked to make one or more presentations and participate in interviews.

2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.
4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

## **Missouri Unauthorized Aliens Law**

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

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <http://ago.mo.gov/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**  
**FY 2020 Proposition P Funds -- Winter Shelter Operations**  
**REQUEST FOR PROPOSALS (RFP)**  
**APPLICATION COVER SHEET**  
 Page 1 of 2

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

Is the request for  existing shelter or  new shelter?

**Target Population**

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Single Men            | <input type="checkbox"/> Women w/children    | <input type="checkbox"/> Veterans                                      | <input type="checkbox"/> Mentally Ill |
| <input type="checkbox"/> Single Women          | <input type="checkbox"/> Elderly             | <input type="checkbox"/> Youth   | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Families              | <input type="checkbox"/> Reentry             | <input type="checkbox"/> Substance Use/Treatment                       |                                       |
| <input type="checkbox"/> Teenage Mothers       | <input type="checkbox"/> Chronic Homeless    | <input type="checkbox"/> Domestic Violence, Dating Violence & Stalking |                                       |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Developmentally Disabled                      |                                       |

**Housing**

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



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Page 2 of 2**

**Financial Section:**

Amount Requested (use formula from page 7): \$ \_\_\_\_\_

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.

<b>Grant Source</b>	<b>Grant Amount</b>	<b>Date Funds Expire</b>	<b># of Years Received</b>
<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 HSD must include the following items:**

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

***Proposals must be submitted to the below address by 4:00 p.m. September 17, 2019. All applicants must provide seven (7) copies of their proposal at the time of submission (please no staples). Proposals received after the aforementioned date and time or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.***

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 Homeless Services Division  
 1520 Market Street, Room 4065  
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