



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

**FY2021**

**EMERGENCY  
SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS  
(RFP)**

Release Date: October 15, 2021  
Due Date: November 15, 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:

2021 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 October 15, 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  
October 26, 2021, 1:00pm,**

Those that want to participate in the Zoom Webinar can email Amy Bickford at [bickforda@stlouis-mo.gov](mailto: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/89130507720?pwd=WWNhMWFpUkNNUK1dUcnNaOEpkamFBQT09>

Meeting ID: 891 3050 7720

Passcode: 241822

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**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 Selection committee member is permitted.
- Questions should be submitted in writing on or before November 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](mailto:bickforda@stlouis-mo.gov)**

**To be considered by the Selection Committee proposals must be received by the deadline of 4:00 p.m. November 15, 2021.** Follow all proposal requirements, found in Exhibit B. Incomplete proposals or those received after the due date and time may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis.

## **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 are 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 through outreach services;
- Improve and increase the number and quality of emergency shelters for homeless individuals and families;
- Help operate emergency shelters as a year-round response, as well as specific to inclement weather situations;
- Provide essential services to shelter residents;
- Rapidly re-house 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 HMIS. The City of St. Louis is targeting 2021 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 to the unhoused. The effects of the coronavirus have been detrimental to people experiencing homelessness and the City seeks to use ESG funds 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. The National Low-Income Housing Coalition has 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).

Please note: The City of St. Louis has the discretion to change these allocations based on the quality and quantity of proposals received. Private, nonprofit, tax-exempt organizations that plan to provide services for the above eligible program components are eligible to apply.

## **ANNUAL ACTION PLAN GOALS & FUNDS AVAILABLE**

For FY2021 Emergency Solutions Grant:

- \$1,453,722 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. 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.

This is the projection of goals for the 2021 ESG funds as compared to the Comprehensive Plan and FY 2021 Annual Action Plan:

<b>FY 2021 Goals Component Type</b>	<b>FY 2021 Available</b>	<b>Annual Action Plan Meet BY FY 2024</b>	<b>Goal to Meet IN FY 2021</b>
Emergency Shelter - BHOC	\$515,000	750 people	150 people
Emergency Shelter – All Others	\$387,954	Add bed capacity: Add 175 beds	Add 44 overnight beds
Street Outreach	\$40,000	300 people assisted	75 people assisted
Rapid Rehousing	\$214,068	100 persons rehoused from ES	25 persons rehoused
Homeless Prevention	\$210,000	680 persons assisted	136 people assisted
Homeless Management Information System (HMIS)	\$86,700	n/a	n/a
<b>Total</b>	<b>\$1,453,722</b>	<b>2,005 persons assisted</b>	<b>430 persons assisted</b>

Proposals will be awarded such that we are coming as close as possible to meeting or exceeding the above FY 2021 goal of serving 430 persons across all categories.

## **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.

ESG contracts are for a **Grant Term of One (1) year.** FY2021 ESG applicants can propose a start date between December 1, 2021 through October 1, 2022.

## **ELIGIBLE ESG COMPONENTS**

- 1. Biddle Housing Opportunity Center (BHOC) – Emergency Shelter Operator:** Under this RFP, the City of St. Louis seeks and will award 2021 ESG funding to an entity (agency or organization) for the component of Emergency Shelter for the operations of Biddle Housing Opportunities Center. This shelter is for adult men and can serve up to 101 people during a non-pandemic year. Currently, due to COVID-19 social distancing guidelines, the facility is serving 40 men, with capacity to be offered to 25-50 men in overflow during winter and inclement weather situations. The City of St. Louis maintains ownership of the facility and grounds, known as Biddle Housing Opportunities Center (BHOC), located at 1212 N. 13<sup>th</sup> St. that houses the emergency shelter and other requested services. The City is responsible for specific expenses, repairs, and purchasing functions (Exhibit F).

### **Specific Scope of Work for BHOC:**

Services to be provided:

- Overnight Shelter Services for 40 - 101 single adult men (see Exhibit F) and operations of Weather advisory overflow shelter services.
- All funded providers must comply with the St. Louis City CoC's written program standards.
- This Housing First approach shall be utilized in BHOC in this manner: Approaching each person with the intent to quickly and successfully connect individuals experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.
- Shelter Access: There shall not be "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."
- Participation in services and housing planning is offered but not required, and client choice is at the center of case and housing planning.

- Safety of all clients in the facility is top priority, and when that safety is not ensured, BHOC staff may utilize protocols which include asking someone to leave, such as drug use on the premises, threatening or dangerous behaviors, noncompliance to rules, etc.
- Data Entry into HMIS System, and reporting for CAPER requirements. Must comply with the HMIS policies and procedures.
- Supportive services are maximized to address achieving and maintaining stability and in preventing and ending homelessness, as well as returns to homelessness.
- Housing Focused Case Management Services (see Exhibit F). Case management must include a focus on housing assessment, placement and housing stability.
  - Engagement and Intake
  - Assessment and Case planning/goal setting
  - Helping residents qualify for/maintain public benefits.
  - Service Coordination with community providers
  - Resource Development/Referrals/Advocacy
  - Facilitating access /Linkages to permanent housing and mainstream services
  - Reporting in HMIS System
  - Collaboration and participation with Coordinated Entry (CE)
- Daily cleaning and Maintenance of the facility (including laundry)
- Structured schedule of services and activities during the day
- Ensure Safety, Security and Control access to building and Services
- Under the current pandemic, emergency shelters should also have developed plans for providing shelter and services during the current coronavirus pandemic (See <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html> for further guidance).

There is a separate budget form (Exhibit D), which will need to be submitted with a proposal for the BHOC operations. The full operations are supported by three sources of funds; ESG, Affordable Housing Commission, and Proposition P City funds. Funding from the Affordable Housing Commission and Proposition P City Funds, with the added City support services are the Match requirement for the operations of BHOC. The City will assist the selected provider to ensure funds are secured from the other two funding sources for the full operations of BHOC. Items that can be covered within the budget with ESG funds are stated in the next section, #2, Emergency Shelter. (See Essential Services and Shelter Operations). When projecting the budget, the applicant will project items by “Total Budget” for the project which consists of a combination of the three sources of funds, and “RFP request” shall total the \$515,000 available.

*Coordinated Entry WHAMM Attendance:* All Emergency Shelter Providers will need to be a part of the Community’s Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff or case managers can attend these meetings. Currently WHAMM meetings occur twice weekly. Emergency Shelter staff attendance allows Coordinated Entry staff to gather appropriate information about individuals and families to ensure appropriate housing program referrals are made. Emergency Shelter staff will be asked for initial case conferencing information, updates regarding client housing plans and progress while in their shelter program.

*Continuum of Care Involvement:* Emergency Shelter Providers will need to designate an employee(s) to attend Continuum of Care meetings, at least one committee, and other initiatives where Emergency Shelter leadership and/or participation is needed and/or requested.

*“Get Help” Requirement:* Currently the Continuum of Care is requiring shelters to utilize the “Get Help” application to report bed openings and receive referrals through. Organizations applying for funds in this category will need to follow the Continuum of Care guidance for reporting bed vacancies and retrieval of referrals.

*Data Entry:* Data entry for ESG funded Emergency Shelter projects must be entered into the Community's Homeless Management Information System (HMIS).

2. **Emergency Shelter – All Others:** 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. There is a 100% match requirement for ESG.

Emergency shelters funded with ESG funds shall operate as a low-barrier residence that provides a safe, secure, and clean place to stay for those who cannot be diverted from experiencing homelessness. Shelter programs are intended to be a short-term solution for follow-up movement into permanent housing and provide support with accessing housing resources in the community as quickly as possible. Emergency shelter programs operate from a framework of having the goal of providing a temporary residence while moving toward permanent housing.

Immediate needs for Emergency Shelter Operations/Services:

- A. **Year-Round Shelter Spaces/Beds:** Current or new shelter providers needing additional financial support for maintaining and/or increasing operations to provide as many beds as possible.
- B. **Inclement Weather & Winter Operations Spaces/Beds:** The City needs added shelter beds for Winter Operations, as well as shelter spots to stand up when there is extreme heat. Any existing or prospective shelter can add additional bed capacity, as well as staff which intend to stand up locations for providing warm, safe places for people to sleep during both Winter and Summer months are urged to apply. Providers may also apply for funding for programs which can solely be an Inclement Weather response project where they stand up bed capacity and/or provide "pop-up" shelters and or spaces on an as needed basis for any type of weather or emergent need for the next one year.

Please Note: The City will not be approving Renovations as an eligible activity under this RFP.

*Coordinated Entry WHAMM Attendance:* All Emergency Shelter Providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff or case managers can attend these meetings. Currently WHAMM meetings occur twice weekly. Emergency Shelter staff attendance allows Coordinated Entry staff to gather appropriate information about individuals and families to ensure appropriate housing program referrals are made. Emergency Shelter staff will be asked for initial case conferencing information, updates regarding client housing plans and progress while in their shelter program.

*Continuum of Care Involvement:* Emergency Shelter Providers will need to designate an employee(s) to attend Continuum of Care meetings, at least one committee, and other initiatives where Emergency Shelter leadership and/or participation is needed and/or requested.

*"Get Help" Requirement:* Currently the Continuum of Care is requiring shelters to utilize the "Get Help" application to report bed openings and receive referrals through. Organizations applying for funds in this category will need to follow the Continuum of Care guidance for reporting bed vacancies and retrieval of referrals.

*Data Entry:* Data entry for ESG funded Emergency Shelter projects must be entered into the Community's Homeless Management Information System (HMIS).

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.

3. **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. Requires a 100% match.

Street Outreach is a set of strategies which include outreach and engagement, where unhoused individuals and families are residing, such as on the streets, in parks, campsites, abandoned buildings, cars and other places not meant for human habitation. Street Outreach workers establish relationships, build trust and rapport, and provide necessities for the intention of linking households to housing and support.

Populations to be targeted for Street Outreach are those which are believed to be critically vulnerable; those that need connections to services and supports. Often, unhoused people believe they don't qualify for services, and/or don't have the means to access services in traditional methods, so outreach workers meet unhoused people where they are. Critical populations include those which are elderly, those which have "high risk health conditions" making them more susceptible to complications and/or death if COVID is contracted, as specified by the CDC. Other priority populations are those that have long lengths of time of unhoused, those with the most severe needs, particularly those with mental health or substance use disabilities, and those believed to be Veterans.

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.

*Coordinated Street Outreach Participation:* In the last year, the City implemented a Coordinated Street Outreach approach, and thus requests that organizations funded with ESG funds collaborate and

support the Coordinated Street Outreach approach. A coordinated street outreach approach coordinates the full spectrum of Street Outreach Workers to provide system-wide collaboration. Typically, an organization or person(s) is designated to lead the effort and helps facilitate the collaboration and coordination efforts to reduce duplications in services, provide broad coverage in the full geographic area, and help make sure people receive services connection.

See [https://www.usich.gov/resources/uploads/asset\\_library/Core-Components-of-Outreach-2019.pdf](https://www.usich.gov/resources/uploads/asset_library/Core-Components-of-Outreach-2019.pdf) to learn about the Core Elements of Effective Street Outreach to People Experiencing Homelessness.

These are the main principles of this approach:

- Services are delivered as a coordinated community effort to avoid duplication and ensure full community coverage and access. This takes a large-scale collaboration among multiple stakeholders.
- Coordinated is a strategic use of resources, can be more comprehensive and can have higher rates of identification of people experiencing homelessness.
- Coordinates multiple funding streams, multiple providers with various purposes or missions, and can involve Federal, State, local government and non-profits.
- Should engage a broad network of programs and services and include law enforcement, first responders, hospitals, health and behavioral health providers, probation and parole officers, child welfare providers, education liaisons, workforce systems, faith-based organizations, and other community-based providers.
- A lead agency is designated to coordinate the various partners, and identifies providers not in the collaborative, working to engage them. This agency unites partners to discuss client needs and services connection.
- Known, simple access: Lead agency establishes protocol for 24/7 coverage and access. Basically, this is the operations of a Homeless Street Outreach hotline for the engagement of street outreach workers and coverage to response to needs at any time.

**4. 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. Rapid rehousing requires 100% match.

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 or be fleeing or attempting to flee domestic violence.

<p>Category 1: Literally Homeless</p>	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements; or</li> <li>• Is exiting an institution where they've resided for 90 days or less and who resided in one of the two locations listed above prior to entry to the institution.</li> </ul>
<p>Category 4: Fleeing/Attempting to Flee Domestic Violence (DV)</p>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing or is attempting to flee DV, Dating Violence, Sexual Assault, Stalking, and Human Trafficking;</li> <li>• Has no other residence; and</li> <li>• Lacks the resources or support networks to obtain other permanent housing</li> </ul>

*Coordinated Entry WHAMM Attendance:* All Rapid Rehousing Providers will need to be a part of the Community's Weekly Housing & Match Meetings (WHAMM), as a part of their required commitment to Coordinated Entry. One person can be designated, or multiple staff can attend these meetings. WHAMM meetings is where Rapid Rehousing providers will receive their referrals of clients to intake into their programs. Currently WHAMM meetings occur twice weekly. Housing providers attendance allows them to hear information about referrals which will be made to their program and are required to be present to update the housing search and completion status of their referrals.

*Continuum of Care Involvement:* Rapid Rehousing Providers will need to designate an employee(s) to be attend Continuum of Care meetings, have staff involved in at least one committee, and designate staff to participate and engage in other initiatives where Rapid Rehousing leadership is needed and/or requested.

*Data Entry:* Data entry for ESG funded Rapid Rehousing projects must be entered into the community's Homeless Management Information System (HMIS).

Eligible costs include:

**Financial Assistance:**

- Rental Assistance of up to 24 months. If clients require more assistance than what the program can provide due to funding constraints, housing provider will utilize the Coordinated Entry System's Project to Project Transfer process;
- 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.

- 5. Homeless 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).

- 6. 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. Coordinated entry is available to the full geographic region within the City of St. Louis, and projects must serve clients regardless of last permanent residence.

**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 may participate in the proposal review process and may 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 Professional Services Agreement (PSA) Committee.

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.

Proposals will be evaluated according to the following 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 G & H. Copies of proposals will be sent to the Continuum of Care's Board or their designee for review.
2. The second phase will involve the evaluation of the proposal's merits by each City Selection Committee member independently.
3. The third phase will be a meeting of the Selection Committee where each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP.

4. 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.

At its discretion, the PSA committee may conduct interviews/ presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the City of any additional factors that may be relevant to their decision. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

## **ADDITIONAL SELECTION CONSIDERATIONS**

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, its 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.
- 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](http://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>

## **CONTRACT OBLIGATIONS SUBJECT TO APPROPRIATION**

The award and performance of any contract or agreement that results from this RFP is subject to appropriation of funds for such purposes by the City, including re-appropriations for each fiscal period. The City reserves the right to not appropriate funds in any fiscal period to make the payments required under any agreement or contract. In the event funds are not appropriated in any fiscal period for the purposes of making payments as required, any agreement or contract for which the payments are not appropriated shall terminate without penalty or expense to the City whatsoever.

## **EARNINGS TAX REQUIREMENTS**

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

## **PROHIBITED CONTRACT CLAUSES**

The City will not accept any contract awarded following this RFP that includes a limitation of liability clause. Limitations of liability clauses include, but shall not be limited to:

- Monetary caps on the amount a vendor or contractor will pay to the City under any circumstances.
- Limits on categories of risks or liabilities for which a vendor or contractor will compensate the City.
- Limits on or disclaimers of certain damages.
- Limits on when the City can bring a breach of contract or breach of warranty claim.
- Limits on when the City can bring a tort claim.

## **PUBLIC RECORDS LAW**

Any Contractor awarded this contract acknowledges that the City is a “public governmental body” under and subject to the State of Missouri’s Sunshine Law (the “Act”), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

## **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 AND SERVICE CONTRACT PREVAILING WAGE**

The City of St. Louis presently has in force a Living Wage Ordinance (#65597) applicable to contracts of \$50,000 or more in any twelve-month period, with limited exceptions such as non-profit organizations. The City posts through the Airport Authority an Annual Living Wage Adjustment Bulletin specifying the current Living Wage. Any proposal or bid must reference the current Living Wage and, if applicable, demonstrate how the contractor shall comply with Ordinance 65597.

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

The City of St. Louis presently has in force a Service Contract Prevailing Wage Ordinance (#62124) containing Minimum Prevailing Wages and Minimum Prevailing Benefits. Service Contract Minimum Prevailing Wages and Minimum Prevailing Benefits for specific occupations for the St. Louis area are determined and published by the U.S. Secretary of Labor. Any proposal or bid must demonstrate how the contractor shall comply with Ordinance 62124 to the extent it is applicable.

Per Ordinance 65597, contracts subject to the Service Contract Minimum Prevailing Wage and the Living Wage must pay a minimum wage and benefits package that is the greater of the two.

## **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>

Any Contractor awarded this contract shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker's Compensation Insurance, and no coverage amounts listed shall be construed to limit the liability of the Contractor. The Contractor awarded this contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of this contract, with "The City of St. Louis" listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

Department of Human Services  
Homeless Services Division  
1520 Market St., Room 4062  
St. Louis, MO 63118

The Contractor's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration.

Such Insurance company must have a financial strength of “A-” or better and a financial class size IV or greater as indicated in A.M. Best’s Key Rating Guide. (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant’s indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City’s policy will be excess over Consultant’s policy.

## **TERMINATION RIGHTS**

Any contract awarded may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract awarded may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement’s material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If the Contractor abandons this contract, it shall indemnify the City against any loss caused by said abandonment.

## **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](https://nlihc.org/sites/default/files/Housing-Instability-and-Homelessness_Cares-Act.pdf)

## **ATTACHED EXHIBITS**

Exhibit A: Proposal Cover Sheet, pages 19-20

Exhibit B: Proposal Narrative & Attachments Guidance, pages 21-24

Exhibit C: FY2021 ESG Budget Template, page 25

Exhibit D: FY2021 BHOC Budget Template, page 26

Exhibit E: HESG Menu of Activities, page 27-32

Exhibit F: BHOC Detailed Information, page 33-34

Exhibit G: Project Evaluation Scoring Rubric, page 35

Exhibit H: Financial Capacity Scoring Rubric, page 36

Exhibit I: Continuum of Care Mission, Vision & Values, page 37



**City of St. Louis – Homeless Services Division,  
2021 ESG-REQUEST FOR PROPOSALS (RFP)  
PROPOSAL COVER SHEET**

<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 Email</b>			
<b>Contact's Telephone #</b>			

<input type="checkbox"/> BHOc Shelter
<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Street Outreach
<input type="checkbox"/> Rapid Rehousing
<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> HMIS

**SELECT ONLY ONE 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 \$\_\_\_\_\_ (100% required)

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 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.

<b>Grant Source</b>	<b>Grant Amount</b>	<b>Date Funds Expire</b>	<b># of Years Received</b>
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 2-page *Proposal Cover Sheet* the applicant will need to provide detailed narrative for each of the following questions and submit the required attachments. Please number the narrative responses according to their number as listed below.

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

1. **Responsible Parties:** Please list all responsible parties, should the project be funded. List names, their title, email address and phone numbers. At a minimum, we should have four main points of contact for every project:
  - Executive Lead: Probably the Executive Director or CEO of the organization.
  - Program Lead/Manager: Person managing the project.
  - Financial/Accounting: Person responsible for the grant management and monthly billings/reimbursement requests.
  - Case Management Lead: **Who will be the front lines lead person. For Housing projects, this person is required to be at WHAMM or designate a staff person to attend all WHAMM meetings.**
2. **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.
3. **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. Answer project component questions below. (HMIS projects don't need to fill out this section).

### **A. Emergency Shelter:**

- Is this a year-round Emergency Shelter? Weather-related emergency shelter?
- How many shelter beds are available at full capacity? Pandemic capacity?
- Will the proposal fund additional shelter bed capacity? How many beds will be added?
- Will the space be congregate or non-congregate (separate rooms)?
- Will there be 24/7 access, or is access limited to specific hours? State what those hours are.
- What additional services are provided beyond sleeping accommodations? (food, showers, case management, other, etc.). Please explain services in detail.

### **B: Street Outreach:**

- What is the mission or goal of the street outreach services your organization provides?
- What Street Outreach services will be offered?
- Will the project coordinate with the community's Coordinated Street Outreach project?
- What is the average length of time people will be enrolled in Street Outreach Services?

### **C. Rapid Rehousing:**

- How many households will be housed?
- 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 will be offered through this project.
- Will this project commit to the Housing Surge model, should it continue?
- Explain how households are assessed to determine level of assistance?

- How will ongoing support be determined? Explain your case management model?

**D. Homeless Prevention:**

- How many households will be served by the project?
- 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 households are assessed to determine level of assistance?
- How will ongoing support be determined? Explain your case management model?

4. **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.)
5. **Experience and Knowledge:** For Agencies which have previously been funded by HSD, please list sources received and explain the experience and knowledge the agency has. For those Agencies not previously funded by HSD, explain what experience and knowledge the agency can bring to the project. Explain funding sources previously managed and how that experience will translate to the project proposed.
6. **Staffing and Qualifications:** Include narrative explaining staff involved in the project. Explain if staff will need to be hired, or if staff already exist. Please provide a BRIEF job description for all staff working within the project in the narrative. Who will train and manage staff in the project. Explain any special training staff will receive pertinent to the population to be served. Applicant shall provide details as to what the staffing plan would look like, and the responsibilities staff will carry. Job descriptions should be brief in the narrative as formal job descriptions are required as an attachment.

**NEW: If there are staff splitting time among differently funded projects, the Homeless Services Division will now require a PAR report for all staff, to designate hours spent per project, to be submitted with monthly billings. See budget section below, as all staff positions for the project must state percentages of FTE's dedicated to the project and percentage of time spent each week on the project.**

7. **Case Management & Services Planning:** Explain how case management and services planning will be accomplished. Will the staff of this project provide Housing Navigation services? housing navigations services specifically will be offered? Explain experience staff have in working with vulnerable populations, people experiencing crisis and trauma, behavioral health symptoms, substance use, and challenges posed with living with disabilities. What services will case managers refer out for, and what will the referral process look like in the program?
8. **Outcomes:** Explain what outcomes the project proposes to meet. How many individuals/families will be served, for how long, and an average of funds to be used per household. What are the expected outcomes or performance measures tracked in the project. How will success be measured?
9. **Communication and Reporting:** State in this section how the applicant will ensure communication with HSD. 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. It is essential that the agency have a process outlined for recording expenditures and a person identified as a point person.
10. **Project Timeline:** It's critical to understand when your proposed project will start up and be at capacity. Contracts are for 1 year, with an anticipated start date after January 1, 2022. Please provide a timeline stating these types of activities: hiring staff, project start-up, when referrals can be received, or when clients can be referred to beds. If a weather-related project what are the projected time frames for operations.

11. **Budget 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 and Exhibit D for BHOC) should be used to create the proposal budget.

**Match:** There is a required 100% match for all ESG projects (except for BHOC which is covered by the City). This match must be expended on ESG-eligible activities. Matching sources may include cash contributions expended for allowable expenses and non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the ESG subrecipient agreement. Note that CoC HUD funds cannot serve as a match for ESG.

Applicant will need to establish a working budget and submit with proposal. Budget should include salary/benefits of staff and all expenditures associated with managing the project for one year.

For Salary and benefits, please state in values of what portion of FTE (full time equivalent) is proposed and at what salary and benefits rate. For example:

- 1 FTE Case Manager @ \$42,000 salary + \$8,200 benefits = \$50,200
- .5 FTE Supervisor @ \$61,000 salary + 10,900 benefits = \$35,950

12. **Unhoused Empowerment:** Explain how the agency plans to involve and empower people experiencing homelessness to participate in decision-making and project operations. Explain what efforts the agency is engaged in to provide an unhoused voice to the services provided and/or to being involved in decision making? Are there persons experiencing or previously experienced homelessness on the agency's Board of Directors? Has the agency employed unhoused or previously unhoused individuals?
13. **HMIS, Coordinated Entry & COVID Intake:** Explain if the project will enter data into the designated HMIS (Homeless Management Information System) database (required for all projects). Does the agency already have staff with access, or will agency need to obtain access and training? Explain if the project intends to utilize the community's Coordinated Entry System to receive referrals of households needing assistance and what role your organization is committed to as a part of participation in Coordinated Entry? **Please state your commitment to acquire the information to fill out the COVID sub-assessment in HMIS. This should be required of all staff in the project.**
14. **Continuum of Care (CoC) Participation:** State if you are a current member of the Continuum of Care and which staff attend which CoC events, meetings or committees. If not a current member, state intentions to become a member and state what committees the organization is interested in being a part of. Explain how this project and the agency's efforts will address the needs of people experiencing homelessness through community collaborations and partnerships, as well as alignment with the CoC Mission, Vision and Beliefs (Exhibit I).

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

- **Project Cover Sheet (2 pages) – Exhibit A**
- **Narrative**
- **All Attachments**

**General Rules for Proposal Submission:**

- Proposals must be submitted by the due date/time. Both the paper copies & the emailed copy.
- Mail or Drop Off 5 paper copies.
  - NO STAPLES
  - COLORED SHEETS should be used to separate each section/attachment
  - Title each colored sheet
- Email Proposal to Amy Bickford, as 1 document. (if your organization needs to break up the file to

email, it should be 2 files, one containing cover sheet and proposal and the second with all the attachments.

- Narrative should be no more than 15 pages.

**Required attachments:** (not included in page limit)

These attachments are non-negotiable. If they are missing, you risk not being funded.

- A. Detailed Project/Program Budget (Exhibit C or D, with information on Exhibit E)
- B. Evidence of 501 (c) 3 status
- C. Copy of System for Award Management (SAM) Report
- D. HMIS Participation Letter: Letter stating in good standing or ask ICA directly for this letter. If organization doesn't have HMIS access yet, submit letter stating steps to be taken.
- E. Project Organizational Chart: For project only; show staff (either by name or by position) involved in project
- F. Agency Organizational Chart
- G. Current List of the Board of Directors
- H. Federal Form 990
- I. Job Descriptions (for staff positions and key personnel involved in the project)
- J. Agency Yearly Budget
- K. Recent A133 or the most recent audit
- L. Recent Income Statement
- M. Balance Sheet for the last three (3) years
- N. The recent statement of Cash Flows
- O. MWBE and/or DBE documentation
- P. 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. November 15, 2021.*** All applicants must provide seven (5) 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. Proposals to be submitted to this address: **Department of Human - Homeless Services Division, 1520 Market Street, Room 4065, St. Louis, MO 63103.**

<b>Agency</b>
<b>Prepared By:</b>
<b>Date Prepared:</b>

## FY2021 HESG Budget

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

Executive Director/CEO/Administrator	Homeless Services Division Program Manager
Date	Date

**2021 ESG BHOC Budget**

**Exhibit D**

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

## HESG Menu of Eligible Activities

*The following list was compiled based on HUD regulations outlined in 24 CFR Subpart B, Subsection 576 – Program Components and Eligible Activities. Eligible items/expenses are highlighted in GREEN. If an activity, cost or expense is NOT listed, it is considered **INELIGIBLE** under the HESG program. Please see the “Ineligible Items” section of this document for more information.*

### Emergency Shelter

#### Essential Services:

- **Case Management:**
  - Using the centralized or coordinated assessment system,
  - Conducting the initial evaluation, including verifying and documenting eligibility;
  - Counseling;
  - Developing, securing and coordinating services and obtaining Federal, State, and local benefits;
  - Monitoring and evaluating program participant progress;
  - Providing information and referrals to other providers; and
  - Developing an individualized housing and service plan, including permanent housing planning.
- **Child Care:**
  - Meals and snacks;
  - Comprehensive and coordinated sets of appropriate developmental activities.
  - **NOTE:** Children must be under the age of 13, unless disabled. Disabled children must be under the age of 18. Child-care center must be licensed by the jurisdiction in which it operates.
- **Education Services:**
  - Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED);
  - Screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.)
- **Employment Assistance & Job Training:**
  - Classroom, online, and/or computer instruction; on-the-job instruction
  - Employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources);
  - Skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates and/or increasing earning potential.
  - Reasonable stipends to clients in employment assistance and job training programs.
- **Legal Services:**
  - Hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of MO, and by person(s) supervised by licensed attorney, regarding matters that interfere with the program participant’s housing;
  - Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
  - Services to include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
  - Fees based on the actual service performed (*i.e.*, fee for service), but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
  - Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

- **Life Skills Training**
  - The costs of teaching critical life management skills not learned or lost due to physical or mental illness, domestic violence, substance use, and homelessness are eligible costs.
  - Life skills training on budgeting, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
- **Mental Health Services** – Eligible cost are:
  - Direct outpatient treatment by licensed professionals of mental health conditions:
  - Applying therapeutic processes to personal, family, situational, or occupational problems to bring about positive resolution of the problem or improved individual or family functioning or circumstances.
  - Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- **Substance Abuse Treatment Services** –Designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
  - Client intake and assessment, and outpatient treatment for up to 30 days.
  - Group and individual counseling and drug testing
  - Inpatient detoxification and other inpatient drug or alcohol treatment **are not** eligible costs.
- **Transportation** –Costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:
  - The cost of a program participant's travel on public transportation;
  - Mileage allowance for service workers to visit program participants;
  - The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle;
  - The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
- **Services for Special Populations**
  - Providing services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as these services are eligible under the items listed above.
  - **NOTE:** The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

**Shelter Operations** - Eligible costs are:

- The costs of **maintenance** (including minor or routine repairs);
- **Rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies** necessary for the operation of the emergency shelter.
- Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a **hotel or motel voucher** for that family or individual.

**Renovation** – Currently the City is not approving renovation projects.

## Street Outreach

**Engagement** – Activities to locate, identify, and build relationships with unsheltered homeless people and engage them in providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Activities include:

- Making an initial assessment of needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries;
- Actively connect and provide information and referrals to programs serving unhoused people and mainstream social services programs; emergency shelters, transitional housing, community-based services, permanent supportive housing, and rapid rehousing programs.
- The cell phone costs of outreach workers during the performance of these activities.

**Case Management** –Assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs participants. Activities are as follows:

- Using the centralized or coordinated assessment system,
- Conducting the initial evaluation, including verifying and documenting eligibility;
- Counseling;
- Developing, securing and coordinating services;
- Obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers; and
- Developing an individualized case plans, including planning a path to permanent housing stability.

**Emergency Mental Health Services** – Direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. Eligible treatment consists of:

- Crisis interventions,
- Prescribing psychotropic medications, explanation about use and management of medications;
- 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, during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities. Includes the following:

- The cost of a program participant's travel on public transportation;
- Mileage allowance to visit program participants if service workers use their own vehicles,
- The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle (*Please consult with a representative in DHS – Homeless Services Division before proceeding*);
- Costs of staff to accompany or assist program participants to use public transportation.

**Services for Special Populations** – Providing services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as eligible under the items listed above.

- **NOTE:** The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

## Rapid Rehousing & Homeless Prevention

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

### Housing Relocation and Stabilization Services

- **Financial assistance costs** - ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:
  - Rental application fees charged by the owner to all applicants
  - Security deposits, equal to no more than 2 months' rent
  - Last month's rent (If necessary to obtain housing for a program participant) may be paid to the owner at the time the security deposit and the first month's rent are paid. Must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period;
  - Utility deposits required by the utility company for the utilities listed in the next section
  - Utility payments of up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. Eligible utility services are **gas, electric, water, and sewage**.
  - Moving costs, such as truck rental or hiring a moving company, temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing.
  - Payment of temporary storage fees in arrears is **not** eligible.

- **Services Cost** – ESG funds may be used to pay the costs of providing the following services:
  - **Housing search and placement** - Assisting program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
    - Assessment of housing barriers, needs, and preferences;
    - Development of an action plan for locating housing;
    - Housing search;
    - Outreach to and negotiation with owners;
    - Assistance with submitting rental applications and understanding leases;
    - Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness;
    - Assistance with obtaining utilities and making moving arrangements; and
    - Tenant counseling.
  - **Housing stability case management** – Costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant in permanent housing or to assist a program participants in overcoming immediate barriers to obtaining housing. Component services and activities consist of:
    - Using the centralized or coordinated assessment system to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
    - Conducting the initial evaluation, verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
    - Counseling;
    - Developing, securing, and coordinating services and Federal, State, and local benefits;
    - Monitoring and evaluating program participant progress;
    - Providing information and referrals to other providers;
    - Developing an individualized housing and service plan, including planning a path to permanent housing stability
  - **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.
  - **Legal services** – Funds for services where subject matters 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.

**Short-term and Medium-term Rental Assistance** – The recipient or subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. May be short-term or medium-term rental assistance, rental arrears, or any combination of this assistance.

- **Rental Assistance** – Cost include:
  - Short-term rental assistance is assistance for up to 3 months of rent.
  - Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
  - Payment of rental arrears consists of a **one-time payment** for up to 6 months of rent in arrears, including any late fees on those arrears.
- **NOTE:** Rental Assistance Agreement – The recipient or subrecipient may make rental assistance payments **only to an owner** with whom the recipient or subrecipient has entered into a rental assistance agreement.
- **NOTE:** Late Payments – The recipient or subrecipient **must** make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The recipient or subrecipient is **solely responsible** for paying late payment penalties that it incurs with non-ESG funds.

## HMIS

The recipient or subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- Purchasing or leasing **computer hardware**;
- Purchasing software or **software licenses**;
- Purchasing or leasing **equipment**, including telephones, fax machines, and furniture;
- Obtaining **technical support**;
- Leasing **office space**;
- Paying charges for **electricity, gas, water, phone service, and high-speed data transmission** necessary to operate or contribute data to the HMIS;
- Paying **salaries** for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff to **travel** to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff **travel costs** to conduct intake; and
- Paying **participation fees** charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.
- If the recipient is the **HMIS lead agency**, as designated by the Continuum of Care. **the costs of**:
  - Hosting and maintaining HMIS software or data;
  - Backing up, recovering, or repairing HMIS software or data;
  - Upgrading, customizing, and enhancing the HMIS;
  - Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;
  - Administering the system;
  - Reporting to providers, the Continuum of Care, and HUD; and
  - Conducting training on using the system or a comparable database, including traveling to the training.
- If the subrecipient is a **victim services provider** or a **legal services provider**, establish and operate a **comparable database** that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

## INELIGIBLE ITEMS

Items which are not specified in the executed contract will be deemed “ineligible” even if they are allowable under Emergency Solutions Grant (ESG). The most recent regulations from HUD will provide further guidance as to ineligible items. **NOTE: This list is not inclusive of all ineligible items, which are more fully detailed in the HUD regulations.**

- Cable TV costs for participants
- Landscaping for beautification
- Recruitment and on-going training of staff (unless specified otherwise)
- Professional conferences (unless the conference is HUD-approved)
- Computers for participants
- Match for client savings
- Criminal background checks
- Inherently religious activities
- Preparation of Program Application
- Fundraising activities, Political or lobbying activities

Additionally, HUD staff have communicated to the HSD that these items shall not be reimbursed:

- Telephone bills (unless specified otherwise)
- Gift cards
- Travel to training or conferences for staff (unless the training is HUD-approved)
- Parties and Decorations

## Biddle Housing Opportunity Center (BHOC) Detailed Information

### Operations Expectations:

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

### Housing Focused Case Management Expectations

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

## **BHOC Specific Expenses, Repairs, and Purchases Functions**

### **City's Responsibility:**

The City of St. Louis maintains ownership of the facility and grounds associated with 1212 N. 13<sup>th</sup> St., property known as Biddle Housing Opportunities Center (BHOC). The City of St. Louis will be responsible for the following expenses, repairs and purchases associated with:

- Appliance Repair Parts
- Carpentry Supplies (door hardware, flooring, glass, ceiling, window & wall systems)
- Communication Services (internet, phone system, etc.)
- Electrical Supplies (lighting, preventive & repairs)
- Housekeeping supplies (paper towels, tissue, hand soap, Laundry, chemicals, etc)
- Housekeeping Equipment Supplies
- HVAC Supplies (air-filters, drive belts, lubrication, preventive & repairs)
- Plumbing Supplies (cabling, preventive & repairs)
- HVAC Components (motors, compressors, ventilation assemblies, coils, etc.)
- Electrical Components (switch panel boards, transformers, etc.)
- Housekeeping Equipment (auto-scrubber, carpet cleaning machine, etc.)
- Electrical Contract Service
- Fire & Security Alarm Contract Services (monitoring, inspection, maintenance, repair & annual certification)
- Fire Extinguisher Contract Service (fire extinguisher, kitchen hood suppression system, & K-class extinguisher annual certifications) – including 5-year DOT certification & backflow prevention
- Fire Sprinkler Protection System Contract Service (inspection, maintenance, repair & annual certification) includes wet & dry pipe systems & air compressor
- HVAC Building Automation & Control System Contract Service
- HVAC Contract Service
- HVAC Water Treatment Contract Service
- Kitchen Hood Cleaning Contract Service
- Laundry Equipment Contract Service
- Mat Contract Services
- Pest Control Contract Service (including rodent, lice & bed bug control)
- Painting & taping contract service
- Plumbing Contract Service (cabling, backflow certification, repairs, etc.)

The City in partnership with the BHOC operator will assist with repairs or other issues that arise. The expectation is that BHOC staff will work with City of St. Louis contractors to ensure that they have access to make repairs and address matters. BHOC staff will need to report issues to DHS.

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

## Project Evaluation Rubric – FY2021 ESG RFP

Organization's Name:

Project Name:

Project Category:

	<b>PROPOSAL NARRATIVE</b>	<b>Exceeds (7 - 10)</b>	<b>Meets (4 - 6)</b>	<b>Below (0 - 3)</b>	<b>110 Points Possible</b>	<b>Reviewer's Score</b>
3	Scope of Work/Project Description				10	
4	Operations Adaptation to COVID-19?				10	
5	Experience & Knowledge				10	
6	Staffing & Qualifications				10	
7	Case Management and Services Planning				10	
8	Outcomes				10	
9	Communication & Reporting				10	
10	Project Timeline				10	
11	Budget & Spending Capacity				10	
12	Unhoused Empowerment				10	
13	HMIS, Coordinated Entry & COVID Intake				5	
14	CoC Participation				5	
	<b>OTHER REQUIREMENTS</b>	<b>Exceeds (10)</b>	<b>Meets (1-5)</b>	<b>Below (0)</b>	<b>40 Points Possible</b>	
1	Responsible Parties (0 – 5 Scale, 5 Meets Requirement)				5	
2	MWBE and/or DBE (0 – 5 Scale, 5 Meets Requirement)				5	
15	Proposal Completeness (all sections answered)				10	
16	Attachments Completeness (all attachments provided)				10	
17	Deadline (Complete project received by RFP deadline)				10	
	<b>FINANCIAL AUDIT (Completed by DHS Auditors)</b>	<b>Exceeds (20 – 25)</b>	<b>Meets (11 – 19)</b>	<b>Below (0 – 10)</b>	<b>25 Points Possible</b>	
18	Financial Capacity Rubric				25	
	<b>CONTRACT COMPLIANCE SCORE</b>	<b>Exceeds (20 – 25)</b>	<b>Meets (11 – 19)</b>	<b>Below (0 – 10)</b>	<b>25 Points Possible</b>	
19	If previously funded, how confident are you in their ability to manage contract/billings? If never funded, how confident are you in their ability to manage contract/billings? (Scale of 1, no confidence -25 highest level of confidence)				25	
<b>Total Points Available &amp; Total Points Scored</b>					<b>200 possible</b>	

# Financial Capacity Rubric – ESG Project

Exhibit H

**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:					
				<b>Total Points Available</b>	<b>25</b>
	Total Up Each Column, then sum the columns in “Final Total Score” box to the right.	Column Total	Column Total	Column Total	Final Total Score

**Financial Capacity:**

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

**Acceptable Score Range:**

**Risk Score Explanation:**



## OUR MISSION

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

## OUR VISION

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

## WE BELIEVE

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

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

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

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

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

This means that:

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

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

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