



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

**FY2021**

**EMERGENCY  
SOLUTIONS GRANT (ESG)**

Emergency Shelter – Operations at Biddle Housing Opportunity Center (BHOC)

**REQUEST FOR PROPOSALS  
(RFP)**

Release Date: April 27, 2022  
Due Date: May 18, 2022, 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 category of:  
Emergency Shelter – Operations at Biddle Housing Opportunity Center (BHOC).**

Beginning April 27, 2022, 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/>

**Bidder's Information Conference:**

To request Bidder's Information via Webinar, email Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov) to schedule a meeting time.

**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 May 13, 2022 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., May 18, 2022.** Follow all proposal requirements, found in Exhibits A & B. Incomplete proposals or those received after the deadline 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 for the Emergency Shelter Activity provides funding to:

- Engage homeless individuals and families;
- 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;

Through this Request for Proposals, ESG funds may be used for the program components of emergency shelter only. 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.

**FUNDS AVAILABLE**

For FY2021 ESG – Emergency Shelter Activity:

- \$515,000 is available under this RFP for the operations of Biddle Housing Opportunities Center.
- Grant Term of One (1) year, which will be July 1, 2022 – June 30,2023.
- There is a 100% required match which the City supports through other funding sources.
- Under Emergency Shelter, the available line items are under the categories of Essential Services and Shelter Operations (see eligible costs below).
- There is NO funds for Administrative expenses.

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:

FY 2021 Goals Component Type	FY 2021 Available	Annual Action Plan Meet BY FY 2024	Goal to Meet IN FY 2021
Emergency Shelter - BHOC	\$515,000	750 people	150 people
<b>Total</b>	<b>\$515,000</b>		

**METHOD OF COMPENSATION**

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

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract and grant must align with HUD and City requirements. This will include instruction, both verbal and written, on the Homeless Services requirements for complete, accurate and timely billing packet submissions, so reimbursements can be provided to subrecipients as quickly as possible. The City issues check payments to subrecipients once the complete, accurate and timely billing

packet is fully processed through several City Departments. Selected subrecipients will have to incur expenses and be able to cover up to three months of the project at the start of the contract.

## **ELIGIBLE ESG COMPONENT**

### **Biddle Housing Opportunity Center (BHOC) – Emergency Shelter Operations**

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.

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.

**Population Served:** Adult men

**Capacity:** Up to 101 people (non-COVID requirements), 40 (COVID requirements)

**Overflow:** Capacity to be offered to 25-50 men during winter and inclement weather situations.

**Building Ownership:** The City of St. Louis maintains ownership of the facility and grounds,

**Location:** 1212 N. 13<sup>th</sup> Street. The City is responsible for specific expenses, repairs, and purchasing functions (Exhibit F).

## **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 and the City's Case Management 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 as required by ESG for reporting CAPER requirements. Must comply with the HMIS policies and procedures.
- Must maintain high level of interaction and compliance with the Get Help Application for reporting shelter bed availability and monitoring and accessing shelter referrals.
- 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 and Get Help Systems
  - 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 C), 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. (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 “ESG RFP request” shall total the \$515,000 available.

## **ESSENTIAL SERVICES ALLOWED**

**Case management:** The cost of assessing, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant consisting of:

- Using the Coordinated Entry assessment system;
- Conducting initial evaluation, including verifying and documenting eligibility;
- Counseling;
- Developing, securing, and coordinating services and obtaining Federal, State and local benefits;
- Monitoring and evaluating participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault and stalking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability.

**Child Care:** N/A for BHOC

**Education Services:** When necessary for a participant to obtain and maintain housing, costs of improving knowledge and basic educational skills are eligible. Includes consumer or health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).

Components eligible are Screening, assessment/testing, individual or group instruction, tutoring, provision of books, supplies and instructional material, counseling and referral to community resources.

**Employment Assistance and Job Training:** The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential including:

- Providing reasonable stipends in employment assistance and job training programs;
- Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates;
- Services that assist individuals in securing employment consist of 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.

**Outpatient Health Services:** Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community.

**Legal Services:** Funds may be used only for these services to the extent that other appropriate services are unavailable or inaccessible within the community.

**Life Skills Training:** The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

**Mental Health Services:** Funds may be used only for these services to the extent that other appropriate services are unavailable or inaccessible within the community.

**Substance Abuse Treatment Services:** Funds may be used only for these services to the extent that other appropriate services are unavailable or inaccessible within the community.

**Transportation:** Eligible costs consist of the transportation costs for a participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:

- Travel on public transportation;
- If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
- The cost of purchasing or leasing a vehicle for the of program participants by recipient staff, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
- The travel costs of recipient staff to accompany or assist participants using public transportation.

**Services for Special Populations:** Funds may be used only for these services to the extent that other appropriate services are unavailable or inaccessible within the community.

## **SHELTER OPERATIONS ALLOWED**

- Maintenance (including minor or routine repair);
- Rent;
- Security;
- Fuel;
- Equipment;
- Insurance;
- Utilities;
- Food;
- Furnishings;
- Supplies necessary for shelter operation;
- Hotel motel vouchers for families or individuals (where no appropriate emergency shelter is available for homeless family or individual).

## **NON-NEGOTIABLE REQUIREMENTS:**

***Coordinated Entry WHAMM Attendance:*** All Emergency Shelter Providers are required to participate in 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 homeless and disability documentation, housing plans and progress while in their shelter program. Emergency shelter staff are required to enter participants into Coordinated Entry after participant has been in the shelter for seven days. Emergency Shelter staff are also required to keep those enrollments up to date, and for exiting clients when they've become permanently housed.

***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 and the City requires 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 will be monitored for compliance. HMIS enrollments should have "Get Help" referrals logged.

***Data Entry:*** Data entry for ESG funded Emergency Shelter projects must be entered into the Community's Homeless Management Information System (HMIS). Data will be monitored. It is essential that Emergency Shelter staff are completing HMIS enrollments within 24 hours of entry, enrolling clients into Coordinated Entry, and Bed Occupancy reports reflect a minimum of 95% occupied or above for year-round beds.

## **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. Review and evaluation of the proposals by the Homeless Services Division (HSD) and the City Selection Committee Members for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes Exhibit F & G.

2. Professional Services Agreement (PSA) Selection Committee Meeting of the Selection Committee where each member shall discuss and vote on selection of applicants to perform the services requested in the RFP.
3. 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, it's principals, project manager, and key staff.
- Ability of the agency to provide innovative solutions
- Approach to the project and any unusual problems anticipated.
- The capacity and capability of the agency to perform the work with the time limitations.
- Past record and performance of the agency with respect to compliance, cost control, and quality of work.
- Fees or fee structure for work performed.
- The availability of financial and operating resources of agency to complete the work as required.
- Proximity of the agency to the City.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Other items that arise as the result of the proposal or interview.
- 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 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.

## **Minority and Women-Owned Business Enterprises (M/WBE)**

The City of St. Louis is committed to promoting fair and open competition for M/WBEs seeking to do business with the City of St. Louis. The 2015 Disparity Study led to Ordinance 70767, which outlined the City’s Minority and Women-Owned Business Enterprises (M/WBE) Program. This program was implemented “to take all necessary, reasonable, and legal action to alleviate documented disparity and ensure that all businesses are afforded the maximum opportunity for participation in the City’s contracting. The M/WBE program shall ensure that the City of ST. Louis contracts are awarded in a manner that promotes economic inclusion of all segments of the business population, regardless of race, sex, or gender,

to maximize the economic vitality and development of the City of St. Louis.” To align with this policy the Homeless Services Division shall provide an incentive credit during the evaluation of proposals that include a copy of the M/WBE certification approval letter issued by the M/WBE Program.”

## **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.

## **ATTACHED EXHIBITS**

Exhibit A: Proposal Cover Sheet

Exhibit B: Proposal Narrative & Attachments Guidance

Exhibit C: FY2021 ESG BHOC Budget Template

Exhibit D: HESG Menu of Activities

Exhibit E: BHOC Detailed Information

Exhibit F: Project Evaluation Scoring Rubric

Exhibit G: Financial Capacity Scoring Rubric

Exhibit H: Continuum of Care Mission, Vision & Values



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

Organization Name	
Project Name	
Project Address:	
Organization Address (if different)	
Organization Telephone	
Organization Fax #	
Organization Website	
Organization DUNS #	
Organization UEI (Unique Entity Identification) #	
<b>ORGANIZATION'S RESPONSIBLE PARTIES</b>	
Executive Director Name	
Executive Director Email	
Executive Director Telephone #	
Program Lead or Manager Name & Title	
Program Lead Email	
Program Lead Person #	
Finance/Accounting Lead Person Name & Title	
Finance/Accounting Lead Person Email	
Finance/Accounting Lead Person Telephone #	
Case Manager Lead Name & Title <small>(responsible for attending WHAMM)</small>	
Case Manager Lead Person Email	
Case Manager Lead Person Telephone #	
Main Contact Person for this RFP Name	
Main Contact Person for this RFP Email	
Main Contact Person for this RFP Telephone #	

Amount Requested from ESG funding: \$\_\_\_\_\_

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

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

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? \_\_\_\_\_

M/WBE and/or DBE: Yes  No

Is the Agency designated as a Minority and Women-Owned Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE), as filed with the City of St. Louis (note attachment required)?

**Current Agency Funding Sources:**

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

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

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

## PROPOSAL GUIDANCE

In addition to submitting the 2-page *Proposal Cover Sheet* the applicant will need to provide brief 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.

1. **Scope of Work/Project Description:** Provide a brief project description.
2. **Best Practices & Training:** What embraced best-practices are covered in staff training and orientation and how often are training efforts conducted in your agency? Who will train and manage staff in the project. Explain any special training staff will receive pertinent to the population to be served.
3. **Outcomes:** What are the Goals, Intended Objectives, Performance Metrics or Expected Outcomes to be measured and how will these be measured? Include in this section how many individuals are expected to be served during the grant year.
4. **Measure of Success:** How will the agency determine success (in the program and in individual participants)?
5. **Case Management:** What services will case managers be required to engage in with participants? Explain how case management and services planning will be accomplished. Will staff provide Housing Navigation services?
6. **Other Services:** List what services will be provided to participants beyond sleeping/meal accommodations and case management (mental health, substance use, life skills, etc.). For these services explain if they will be on site, or via referral to other organizations. Are services offered via Memorandum of Understanding (MOU) with community organizations?
7. **Permanent Housing Planning:** Briefly explain how permanent housing planning will be handled with participants, and what staff will be held accountable to in terms of permanent housing planning.
8. **Pandemic Operations:** Briefly 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).
9. **Experience and Knowledge:** Briefly explain why the agency and staff are experienced and knowledgeable in working with people experiencing homelessness and why the agency should be considered to operate BHOC.
10. **Staffing Plan:** Briefly explain how the agency intends to staff BHOC. Explain if and how many staff will need to be hired, or if and how many staff already exist. How many staff will be working on each shift, how many shifts will there be, and what job titles will staff have (list of positions would suffice).
11. **Budget and Spending Capacity:** Costs should be reasonable for the services and correspond to the number of persons to be served. 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

The sample budget form (Exhibit C) should be used to create the proposal budget.

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. **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. Explain how this project will address the needs of people experiencing homelessness through alignment with the CoC Mission, Vision and Beliefs (Exhibit H).

**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/proposal narrative and the second with all the attachments.
- Narrative should be no more than 7 pages.
- ***Unanswered narrative questions, missing attachments and incomplete proposals may result in automatic exclusion from consideration of selection.***
- ***Proposals must be submitted to the below address by 4:00 p.m. May 18, 2022.***
- Proposals to be submitted to this address: **Department of Human - Homeless Services Division, 1520 Market Street, Room 4065, St. Louis, MO 63103.**

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

- 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. ***NOTE: This is not the "Participation Agreement"***
- E. Project Organizational Chart: For project only; show staff (either by name or by position title) 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.



## 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.

## 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, and documentation of homeless and chronic homeless status
- Attend and participate in *Weekly Housing and Match Meetings (WHAMM)*
- 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 participant case files and HMIS
- On-going staff training in Housing First, Trauma Informed Care, Mental Health, Substance Abuse Disorders, Homelessness, Motivational Interviewing and Progressive Engagement, First Aid, CPR, Narcan, De-escalation Techniques, Non-Violent Crisis Interventions

## **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 - BHOC

Organization’s Name:  
 Project Name:  
 Project Category:  
 Amount Requested:

RFP REQUIREMENTS		Mark if Meets (5 points)	Mark if Does Not Meet (0 points)	Points Possible	Points Awarded	
1	Responsible Parties Completely Filled Out (Cover Sheet)			5		
2	Proposal Completeness (all sections answered)			5		
3	Attachments Completeness (all attachments provided)			5		
4	Deadline (Complete project received by RFP deadline)			5		
5	FINANCIAL AUDIT as completed by DHS Auditors. (20 – 25 Exceeds, 11 – 19 Meets, 0 – 10 Below)			25		
PROPOSAL NARRATIVE REQUIREMENTS		Exceeds Requirement (7-10 points)	Mostly Meets Requirement (4-6 points)	Below Requirement (0-3 points)	Points Possible	Points Awarded
1	Scope of Work/Project Description				10	
2	Best Practices & Training				10	
3	Outcomes				10	
4	Measure of Success				10	
5	Case Management				10	
6	Other Services				10	
7	Permanent Housing Planning				10	
8	Pandemic Operations				10	
9	Experience & Knowledge				10	
10	Staffing Plan				10	
11	Budget & Spending Capacity (How reasonable is budget?)				10	
12	Unhoused Empowerment				10	
13	CoC Participation				10	
14	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? (20 – 25 Above Average, 11 – 19 Average, 0 – 10 Below Average)			25		
15	If the Agency is a M/WBE or DBE with certification attached to proposal award the 30 Point Incentive Credit.			30		
<b>TOTAL POINTS SCORED</b>				<b>230 points possible</b>		

# Financial Capacity Rubric – ESG Project

Exhibit G

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.