



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

**2018**

**DOMESTIC VIOLENCE  
SHELTER FUNDING**

**REQUEST FOR PROPOSALS  
(RFP)**



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
HOMELESS SERVICES DIVISION  
2018 REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services is issuing a Request For Proposals (RFP) for the following:

**2018 Domestic Violence Shelter Funding**

Beginning July 31, 2017, 2018 RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<https://www.stlouis-mo.gov/homeless-services/>

A question-and-answer session regarding this RFP will be held on August 10, 2017 at 1:00 pm. at the Office of the Department of Human Services, City of St. Louis, 1520 Market Street, Suite 4065.

All other questions should be submitted on or before August 11, 2017 and should be referred to:

Irene Agustin  
Chief Program Manager – Homeless Services Division  
[agustini@stlouis-mo.gov](mailto:agustini@stlouis-mo.gov)

Proposals must be returned to the above address by 4:00 p.m. August 16, 2017. All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

## **BACKGROUND**

### **FUNDING SOURCE**

Missouri state law, at RSMo Section 488.445, authorizes the governing body of any county, or of any city not within a county, by order or ordinance may impose a fee upon the issuance of a marriage license and may impose a surcharge upon any civil case filed in the circuit court. The proceeds of which only can be expended to provide financial support to shelters for victims of domestic violence. The City Code, Chapters 5.53 and 5.66, are the city implementing ordinances and designates the Department of Human Services/Homeless Services as the agency responsible for administration of these funds, in accordance with state law.

The amount to be awarded is \$120,000.

### **APPLICATION REQUIREMENTS**

Missouri state law requirements (RSMo 455.200 to 455.230) authorize an annual application process to support domestic violence shelters for this funding. A shelter for victims of domestic violence may apply for funds to be used for the funding of the shelter. To qualify for funding, the following requirements need to be met (RSMo 455.220).

- (1) Be incorporated in the state as a nonprofit corporation;
- (2) Have trustees who represent the racial, ethnic and socioeconomic diversity of the community to be served, at least one of whom must possess personal experience in confronting or mitigating the problems of domestic violence;
- (3) Receive at least twenty-five percent of its funds from sources other than funds distributed pursuant to section 455.215. These other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services;
- (4) Provide residential service or facilities for children when accompanied by a parent, guardian, or custodian who is a victim of domestic violence and who is receiving temporary residential service at the shelter;
- (5) Require persons employed by or volunteering services to the shelter to maintain the confidentiality of any information that would identify individuals served by the shelter and any information or records that are directly related to the advocacy services provided to such individuals;
- (6) Prior to providing any advocacy services, inform individuals served by the shelter of the nature and scope of the confidentiality requirement in subdivision (5) of this subsection.

Additionally, a shelter does not qualify for funds if it discriminates in its admissions or provision of services on the basis of race, religion, color, age, marital status, national origin or ancestry.

If applications are received from more than one qualified shelter for victims of domestic violence and the requests for the funds exceed the amount of funds available, funds shall be allocated on the basis of the following priorities (RSMo 455.225):

- (1) To shelters in existence on August 13, 1982;

(2) To shelters offering or proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, financial, educational, vocational, child care services and legal services;

(3) To other facilities offering or proposing to offer services specifically to victims of physical domestic violence;

(4) To other qualified shelters.

### **FUNDING TIMELINE**

As of July 1<sup>st</sup> – Award amount will be established

July 26<sup>th</sup> – RFP will be opened

August 16<sup>th</sup> – RFP process will close

August 30<sup>th</sup> – Application Review and selection will be complete

November 15<sup>th</sup> – Award Letter will be Mailed Out

January 1<sup>st</sup> – Contract Term Begins

July 15<sup>th</sup> and January 15<sup>th</sup> – Semi-Annual Fiscal Submissions are due

April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, January 15<sup>th</sup> – Quarterly Reports are due

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

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

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

- Development, coordination, and monitoring of new and existing service programs to meet the needs of the homeless and/or at-risk population.
- Negotiation of contracts with social service agencies to deliver these services ensuring through monitoring, that these services are not duplicated and that funds are efficiently and effectively utilized.
- Coordination and direction of the CoC, a consortium of health and human service professionals, advocates, government officials, representatives from nonprofit agencies, and homeless clients from the metropolitan area.

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

**City of St. Louis  
2018 REQUEST FOR PROPOSALS (RFP)  
APPLICATION**

**Name of Applicant:**

**Name of Program:**

**Mailing Address:**

**Phone:**

**Fax:**

**E-mail:**

**Contact Person & Title:**

**Amount Requested from DV funding : \$**

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

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

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

**ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING**

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

<p><b><u>Project Proposal</u></b> not to exceed 6 pages:</p> <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Client Population</li> <li>• Organizational Capacity and Experience</li> <li>• Summary of Service</li> <li>• Participant Tracking &amp; Reporting</li> </ul>	<p><b>Required attachment, not included in page limit:</b></p> <ul style="list-style-type: none"> <li>• Evidence of 501 (c) 3 status</li> <li>• Organizational Chart</li> <li>• Current List of the Board of Directors</li> <li>• Federal Form 990</li> <li>• Confidentiality Policy</li> <li>• Detailed Project/Program Budget</li> <li>• Agency Budget</li> <li>• Letter of support from the Alderman/woman</li> </ul>
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**Narrative:**

The narrative should provide an overview of the proposed project/program. It should provide sufficient information to understand the scope of the project, the clients to be served and the cost of the proposed activities. Please provide specific information of the residential services/facilities that your organization provides.

**Client Population:**

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

**Organizational Capacity and Experience:**

The applicant should demonstrate a history of assessing the needs of and providing services to victims of domestic violence. Please include a narrative of your board makeup and how your board represents the racial, ethnic and socioeconomic diversity of the community to be served.

Additionally, provide a statement of the board member(s) who possess personal experience in confronting or mitigating the programs of domestic violence.

**Service Plan:**

This section should show that the applicant provides a progression of services for each program participant based on individualized assessments. The plan should include services that meet the ability and needs of the participants. It should include case management that matches services and needs, tracks clients' progress and maintains program data for reporting. It should explain how services will be identified, how individual plans will be developed and implemented, how the case management enables that to occur.

**Participant Tracking and Reporting:**

This section should describe a monitoring system that will be utilized. If none is available, the City of St. Louis highly encourages working with the St. Louis City CoC Lead to establish and HMIS comparable database. The monitoring system used should be able to track the following: a) tracking participants through the progression of services being provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals and d) reporting data on total number served and client characteristics, use of services and expenditures to the funding agency.

**Detailed Budget**

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients. Include a statement of how the organization receives at least twenty-five percent (25%) of its funds from other public or private sources. This may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services. All are 1-year budgets.