

**Department of Human Services (DHS)**  
**Homeless Services Division (HSD)**  
**FY2020 Emergency Solutions Grant – Coronavirus (ESG-CV2)**  
**Request for Proposals (RFP)**  
**Questions and Answers**

1. Can Sub-Recipients request an advance to receive some of the funds up front to provide for start-up of the project?
  - a. An agency can request an advance, but at this time the City is still working through internal protocols to determine if this will be allowed. The recommendation at this time is to submit a proposal and indicate in your proposal if you will require an advance, how much of an advance, and the reason for the advance request. If an advance is allowed, this will be negotiated on a case by case situation as the terms of the contract are drafted.
  
2. On special project #1: Will the operator be responsible for utilities for the personal shelters and community space?
  - a. The City will pay the utilities at the site and the City Facilities Management will handle upkeep/repairs, etc.
  
3. On special project #1: Will the contract include rules of operations / community rules / guest rules for the operator to enforce? For example, will the City set a curfew for residents? Define behavioral expectations? Impose rules that prevent the implementation of harm reduction treatment approaches? Or will such clinical and programming matters be left for the provider to define?
  - a. The Sub-recipient is required to have written policies and procedures for the ESG-CV program they will operate. For the most part, the City prefers not to be in the programmatic details of projects and encourages agency's to have harm reduction treatment strategies and provide for the quick and efficient connection to behavioral health services. The City will only intervene when extreme circumstances arise and are brought to the City's attention. All ESG-CV contracts address compliance with 24 CFR 576, Housing First, Fair and Equal Access, and Housing Focused Case Management standards.
  
4. With regards to unhoused folks who have been banned (or involuntarily displaced) from existing COVID or Year Round Shelters, will operators of new shelter beds funded with ESG-CV, including special project #1, be permitted to offer/provide those folks shelter and services in accordance with housing first principles and low-barrier shelter best-practices? (Cynthia Duffe)
  - a. Please see the answer to Question #3 above.
  - b. The reasons for having persons involuntarily removed from City Temporary Shelters, have all been due to extreme violations of rules and regulations, and for situations which caused extreme safety concern for other shelter occupants and/or staff managing the facilities. Where it was a violation of rules or

regulations, people were given multiple opportunities before moving to the involuntary removal.

- c. In addition to the response in Question #3 above, as the agency seeks to operate the project as low barrier and aligned with housing first principles (which the City does encourage), and wishes to offer services to those which have been displaced from other shelters, please state in the proposal how you will accommodate them and address severe behavioral health concerns and violations of rules/regulations which cause huge safety concerns.
5. Re. p. 12 of the RFP, Activity Specific Information, Emergency Shelter: Our shelter has 12 beds. Since we have not received City ESG funds before, would we be considered “adding shelter beds” by receiving a grant and coming “online” with the City ESG program? Or would we need to physically add beds?
  - a. If you are requesting ESG-CV funds for year-round shelter beds, already supported by other funding sources, you would need to be able to justify why you are requesting additional funds and be able to document how such funds are preventing, preparing and/or responding to COVID-19.
6. Since the beginning of the food delivery Depaul USA utilized at least 2 staff to deliver food weekly, sometimes twice a week. I was contemplating applying for hazardous pay for our staff. Also, we collected PPEs and set up a plan to deliver them to providers and to individuals who were/are homeless. Are these activities fundable with ESG-CV, regarding hazard pay and is it worth submitting a grant?
  - a. This is an option with funding from ESG-CV. The project would be a street outreach project, which would have line items, such as these:  
Salary/compensation, Hazard Pay, Supplies Purchases, PPE (could be part of overall supplies, mileage reimbursement, fuel expenses, maintenance for vehicles, etc).
7. Was the bidders conference recorded for ESG-CV? If so, can I have the link to watch it? (LaKeysha Fields-Salvation Army)
  - a. Yes, this was recorded, and can be emailed to you. Email Amy Bickford at [bickforda@stlouis-mo.gov](mailto:bickforda@stlouis-mo.gov).
8. If CRC is interested in continuing to provide housing mediations in the city beyond December 30th, should we be applying through the ESG-CV2 process?
  - a. Please consider applying for ESG-CV so that mediation services could continue beyond 2020. Mediation services would most fit into a Homeless Prevention project. If funded, HMIS data entry will be required. The City is always looking to fund “new” agencies, not previously funded. Find the regulations for the ESG program at 24 CFR Part 576.
9. If we have not yet had an audit (we are currently reviewing a few proposals), would attaching a one page short explanation and plan be sufficient?

- a. Please indicate as a part of your narrative why there is no audit included. This can be a brief couple of sentences stating why one has not been completed and the steps the agency is taking to have one in the future.
10. Our agency is looking at applying for Street Outreach funds. With Engagement and Case Management, would these costs be Street Outreach Case Manager salary/benefits only, or could it incorporate the overhead required for the position (office space, utilities, supervision, etc.). I have that same question about Rapid Rehousing. Are the costs of office space, etc. for the staff for the Case Manager doing housing search and housing stability allowable? (Erin Strohbehn-Youth In Need)
  - a. To answer your question, you absolutely can have those types of items you mentioned be a part of the program budget. Two links are included below which should be useful to review to understand eligible costs and expenses that can be included in the budget.
  - b. <https://www.law.cornell.edu/cfr/text/24/576.101>
  - c. <https://ecfr.io/Title-24/Part-576>
  - d. <https://files.hudexchange.info/resources/documents/EmergencySolutionsGrantsProgramFactSheet.pdf>
11. Our agency applied for ESG-CV1, and intend to apply also for ESG-CV2. As this is an application for a continuation of a project funded under ESG-CV1, can the same Alderman Letter of Support be used that was submitted in the ESG-CV1 Proposal?
  - a. Yes, you may use the same letter of support.
12. It is stated in the RFP, "The Narrative page should list each question in bold font, and then list directly below it the responses." Question: Do you want example A or Example B?
  - **Example A – Scope of Work/Project Description:**
  - **Example B - 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.**
  - a. It is easier for the reviewers if you format your narrative with the full question stated, such as your Example B above.
13. If the question does not apply to this application do you want the question listed with the answer that it does not apply to this specific proposal, or do you want the question left out completely?
  - a. For the reviewers sake, please list the question, and then for the response, state "Question not applicable to this project," or something to that effect. This way the reviewer knows the applicant didn't simply leave questions unanswered, but understands the questions didn't apply to that specific project.
14. Question: Does question 13, on page, 12 need to be answered if the proposal is an HMIS proposal?
  - a. No this question would not be applicable, and you would respond, as stated in the response to Question 13 above on this document.

15. Can you confirm if the one-year funding period begins in March of 2020 or is 1 year from the contract date.

- a. The Contract will be for one year of funding. Contracts will be dated starting November, 1, 2020, or a later month (which will be negotiated with the agency after selection, and as we work out contract details), and for one year going forward.
- b. For example, if an agency decided to start the project in January, the contract period would be January 1, 2021 - December 31, 2021.
- c. For all ESG-CV grants, HUD is allowing agencies to reimburse expenses they've incurred from the date of March 14, 2020 (as specified for the City of St. Louis, which is the date the St. Louis Health Department, declared it a health related emergency) to present. Therefore the first billing period for the contract, may include expenses which were dated before the start date of the contract.
- d. If an agency will be billing expenses which did occur prior to the start of the contract, the agency should specify in the project budget those items in detail, if at all possible.

16. If an agency is funded with ESG-CV 1 and ESG-CV 2 will the grants cover the same time period? If not, how will they be different?

- a. This question is hard to answer, because it's both a yes and no answer, as it depends on the project and budget detail.
- b. If an agency applied for ESG-CV1 and has a contract dated November 2020 - October 2021, they could apply for ESG-CV2 if they wanted to operate the same project beyond October 2021. In this case the ESG-CV2 contract would be dated November 2021 - August 2022 (a little less than a full year). All ESG-CV funds have to be spent down in full by mid September, so the City would have all contracts ending in August 2022.
- c. An agency could also be funded by both ESG-CV1 and ESG-CV2, for different projects or same project but funding different items, and thereby could have them both operating within the same timeframe.