



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

**2016 & 2017**  
**EMERGENCY**  
**SOLUTIONS GRANT (ESG)**

**REQUEST FOR PROPOSALS**  
**(RFP)**



**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES  
HOMELESS SERVICES DIVISION  
2016 & 2017 REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

2016 & 2017 Emergency Solutions Grant (ESG)

Beginning July 31, 2017, 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 10:00 a.m. 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 18, 2017. All applicants must provide six (6) copies of their proposal at the time of submission (please no staples). Proposals received after the aforementioned date and time or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

## **BACKGROUND**

### **INTRODUCTION**

The City of St. Louis seeks to use its federal Emergency Solutions Grants (ESG) funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness. Proposals for the City-administered ESG program are now being accepted.

Regulations specify that these funds be used, in combination with other federal, state and local funds, as part of a community-wide system of homelessness services. Under the HEARTH Act, ESG-funded organizations work closely with other community programs that, taken together, provide an array of housing opportunities intended to prevent and end homelessness for each household in need.

HUD, along with the City of St. Louis and its community partners, expects that this system of service makes steady progress toward reducing homelessness, including lowering the number of people entering the system, shortening the duration of homelessness, and limiting recurrent homelessness.

### **FUNDING SOURCE**

The ESG program is funded by the U.S. Department of Housing and Urban Development (HUD) and is administered by the City of St. Louis Department of Human Services.

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate emergency shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS).

### **APPLICATION REQUIREMENTS**

The City of St. Louis is targeting 2016 & 2017 ESG funding for Prevention and Rapid Rehousing and the estimated allocation is \$481,690. Estimated funding awards are the following:

Prevention	\$140,000
Rapid Rehousing	\$341,690

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 Rapid Rehousing and Homelessness Prevention services are eligible to apply.

Grant Term: One (1) Year

Expectations and Requirements:

Continuum of Care Participation: All subrecipients must: a) participate in the Continuum of Care; b) participate actively in the CoC's Coordinated Entry System and c) provide services consistent with a "Housing First" approach.

HMIS Utilization: Organizations must utilize the Continuum of Care approved HMIS system, Service Point. As part of the application, the HMIS lead will provide you with a letter to confirm that your organization is an active user. For organizations that provide legal services or services to victims of domestic violence, a comparable HMIS system may be used. As part of the application, a letter from the HMIS Lead will be required to confirm that your client database system is able to generate the Consolidated Annual Performance and Evaluation Report (CAPER). If your database is not comparable, you may include in your budget the cost for data collection. Please contact the HMIS Lead – Institute of Community Alliances at (314) 655-4778.

Match: The City also requires that each subrecipient provides a 100% match. This match must be expended on ESG-eligible activities. Matching sources may include cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the ESG subrecipient agreement. Note that CoC HUD funds cannot serve as a match for ESG.

#### Eligible ESG Components:

Funding under this RFP will be provided for eligible activities under Prevention and Rapid Rehousing.

#### **Homelessness Prevention**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or a place not meant for human habitation.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.103.

#### **Rapid Re-Housing**

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs

- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.104

### **EVALUATION CRITERIA**

In addition to the eligibility and priority criteria established by law, proposals submitted in response to this RFP may be evaluated under the following criteria:

- Preference is given to applicants that are active members of the St. Louis City Continuum of Care as outlined in their governance charter.
- Applicant is a non-profit organization in good standing.
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's commitment to being a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The extent to which the proposed project fills a gap in the community's CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The extent to which applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the DHS.
- The applicant's plans to involve and empower homeless populations to participate in decision-making and project operations.
- Availability of financial and operating resources as required to perform the work.
- The ability of the applicant to meet statutory, regulatory and ordinance requirements.
- M/WBE and/or DBE participation.

### **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  
2016 & 2017 ESG REQUEST FOR PROPOSALS (RFP)  
APPLICATION**

**Name of Applicant:**

**Name of Program:**

**Mailing Address:**

**Phone:**

**Fax:**

**E-mail:**

**Contact Person & Title:**

**Amount Requested from ESG 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>• Copy of System for Award Management (SAM) Report</li> <li>• HMIS Participation Letter</li> <li>• Organizational Chart</li> <li>• Current List of the Board of Directors</li> <li>• Federal Form 990</li> <li>• Job Descriptions</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 low income individuals who are homeless, formerly homeless or at risk of becoming homeless. The applicant should provide outcome data from similar programs operated by the organization that shows the effects of the services provided. The applicant should verify established working relationships with other organizations in the community to ensure a network of services to meet the described needs of the participants.

**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:**

ESG subrecipients are required to utilize Service Point, the selected Homeless Management Information System of the St. Louis City CoC and at a minimum, 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.

**Job Descriptions/ Resume:**

A job description and a resume are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (executive director, program director, case manager).

**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. 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.

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