



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

2019-20

FY 2019-20 City General Use Tax Funds

Emergency Shelter Access Activities

**REQUEST FOR PROPOSALS
(RFP)**

*Bidder's Conference – 11:00 am
Tuesday, January 17, 2020 at
Department of Human Services
1520 Market St. 4th Floor, Room 4065,
Large Conference Room
St. Louis, MO 63103*

Release Date: January 3, 2020
Due Date: January 24, 2020, 4 pm



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
FY 2019-20 CITY GENERAL USE TAX FUNDS
EMERGENCY SHELTER ACCESS ACTIVITIES
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 FY 2019-20 City General Use Tax Funds and **applications will be accepted for the Emergency Shelter Access Activities RFP**. Beginning January 3, 2020, RFP packets will be available for pick-up at the Homeless Services Division or the following website:

<https://www.stlouis-mo.gov/government/procurement/>

The Bidder's Conference regarding this RFP. Will be held on January 17, 2020 at 11:00 a.m. at the Department of Human Services, 1520 Market St. 4th Floor, Room 4065, Large Conference Room, St. Louis, MO, 63103. The Bidder's Conference will include an explanation of activities outlined in this RFP and an opportunity for applicants to ask questions.

All other questions should be submitted in writing on or before January 22, 2020 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

Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website. All contacts and questions must be submitted in writing to this designated contact person and such contact person will respond in writing to each contact and/or question. The Department shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.

Contact with Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, proposals must be submitted to the above address by 4:00 p.m. January 24, 2020. All applicants must provide seven (7) 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 by the City of St. Louis.

BACKGROUND

ABOUT THE CITY OF ST. LOUIS HOMELESS SERVICES DIVISION

As administrator of federal, state and local funds, the City of St. Louis 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 Department of Human Services 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). Homeless Services Division 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.

INTRODUCTION

The City of St. Louis seeks to use General Use Tax funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness. Proposals for the City administered funds are now being accepted.

These funds may be used in combination with other federal, state and local funds and used to participate in the community-wide system of homelessness services. The City of St. Louis is the collaborative applicant for Continuum of Care funds administered by the U.S. Department of Housing and Urban Development (HUD). Through the HEARTH Act, HUD-funded organizations work closely with other community programs to provide an array of emergency services and housing opportunities intended to prevent and end homelessness for households in need.

Emergency Shelter Access Activities will connect unsheltered homeless people in the City of St. Louis with emergency shelter, housing and support services critical to achieving stability.

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

The funding available for this service may not exceed \$150,000 through the City of St. Louis General Use Tax Funds.

Grant Term: One (1) Year.

Private, nonprofit, tax-exempt organizations providing homeless and social services are encouraged to apply. Organizations submitting a proposal for this RFP should be ready for start up to happen very quickly, with an anticipated early 2020 start date.

Please note the City of St. Louis has the discretion to change this allocation based on the quality and quantity of proposals received.

SCOPE OF WORK

Emergency shelter access is an integral part of the City's Continuum of Care and a crucial service in the community. Emergency shelter serves as an intake point in the Coordinated Entry System and is offered when outreach, diversion or prevention activities are not viable. Services through this RFP are short term and designed to engage individuals that are unsheltered to address their immediate, critical needs for emergency shelter or appropriate service referral. Funds through this RFP will support hotline services, diversion, homeless outreach and the shelter access role.

These are the essential Emergency Shelter Access Activities required:

- Hotline Operations (The hotline number to be used for such engagement is 314-802-5444).
 - Extended Hours – 8 am to midnight (applicants are encouraged to be innovative in describing how they would cover regular business and extended hours)
 - Intake and needs assessment for emergency shelter
 - Diversion (problem-solving conversations and activities intended to divert persons from going into the emergency shelter system)
 - Service Referrals, as needed
- Data collection and reporting (monitor all emergency shelter openings and bed utilization)
- Transportation coordination (to emergency shelter or other safe alternative to shelter)
- Coordination with street outreach workers and emergency shelter staff
- Knowledge of Fair Housing, Equal Access and Low Barrier Shelter Access

The first line of engagement typically happens through outreach. This may occur through a hotline call or through street outreach. Both types of engagement should be coordinated and require a common intake screening that starts with diversion strategies. Diversion includes problem-solving conversations and solution-focused information gathering which is trauma informed and utilizes harm reduction protocols. The goal with all persons will be to find alternative solutions to crises that avoid entrance into the City's homeless shelter system. If diversion activities fail at finding an appropriate solution, shelter will be identified and referrals will be given to other community services as appropriate. Data entry of assessments into HMIS and specifically the Coordinated Entry System will be required.

Funds through this Emergency Shelter Access Activities RFP will support hotline services that connect and coordinate with street outreach teams and emergency shelter beds. Proposals for this funding should address how the Emergency Shelter Access hotline will function so that callers can speak with a live person, to access street outreach workers and/or emergency shelter beds during the hours of 8am to midnight. Proposals may be submitted for all or part of the essential Emergency Shelter Access activities listed above in this RFP in order to be considered.

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. The St. Louis City Continuum of Care and St. Louis County Continuum of Care have agreed to operate a joint coordinated entry process. This coordinated entry process is available to the entire geographic region within these two Continua of Care, and projects in each continuum must serve clients regardless of last permanent residence unless specifically prohibited by funders.

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 January 23, 2017, page 11.

PROPOSAL NARRATIVE REQUIREMENTS & EVALUATION CRITERIA

In addition to submitting the *Application Cover Sheet* (attached), the applicant will need to provide detailed narratives for each project proposal. An organization may submit one or multiple proposals for this RFP, but each proposal must meet all requirements individually. The narrative should include the following topics highlighted with bolded titles. The following items will be evaluated for funding decisions:

Project Description: Narrative regarding project description, scope, and relevance, including the intended impact of the project on homeless individuals and families and/or those at risk of homelessness. This portion of narrative should state the address of the physical location, the services to be offered, and the intended outcomes. The applicant should provide detailed description of the project or program and how the applicant will achieve the desired outcomes.

The narrative needs to explain how your agency will accomplish all of the following Emergency Shelter Access Activities required:

- Hotline Operations (The hotline number to be used for such engagement is 314-802-5444).
 - Extended Hours – 8 am to midnight (applicants are encouraged to be innovative in describing how they would cover regular business and extended hours)
 - Intake and needs assessment for emergency shelter
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- Transportation coordination (to emergency shelter or other safe alternative to shelter)
- Coordination with street outreach workers and emergency shelter staff
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Client Population: The proposal should clearly identify and describe the characteristics and needs of the clients the project intends to serve.

Policies and Procedures: This section should show the applicant's proposed policies, strategies and plans to train and supervise personnel and other service participants engaged in the project. Pay close attention to best practices for identifying and meeting the complex and special needs of populations expected to engage in the hotline or in person, including people suffering from chronic mental illness and substance dependence, women fleeing domestic violence, families, unaccompanied minors, and recently emancipated young adults.

Organizational Capacity and Experience: The applicant should demonstrate a history of assessing the needs of, and providing services to 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 show the impact 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.

CoC Goals, Priorities & Participation: Provide a narrative stating how the applicant is in alignment with the St. Louis City Continuum of Care goals and priorities. State how the program will improve upon what the CoC is currently doing in the community. Include a statement regarding which staff attend which CoC events, meetings or committees. More information about the CoC can be found here: <https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/continuum-of-care/>

Communication and Reporting: State in this section how the applicant will ensure communication with DHS. Communication regarding billings should occur on a monthly basis. Additionally, there should be communication or at least involvement occurring monthly with the St. Louis City CoC. Explain what the communication structure will be to ensure that the appropriate staff members are communicating with city departments.

Timeline: Please include a detailed timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes for the project or program. For example, what time will be needed to start up the project. Will staff need to be hired or will the activities be added to current staff duties? *The City needs to turn around a contract very quickly for start up to occur as close to February 1, 2020 as possible; please explain how your agency can meet or closely meet that target startup date.* The timeline should demonstrate the ability to have a plan for how operations will work. What will staffing look like and how will the program fit into the organizational chart of the agency/organization?

Budget and Spending Capacity: The budget should be explained and justified in the proposal. All of the essential Emergency Shelter Access Activities proposed in the narrative should also be a part of the budget. 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. Agencies should indicate in their budget if there are matching dollars (non-City funds and/or in-kind) that would be utilized to carry out the activities proposed by the applicant.

HMIS Utilization: All persons served by this initiative are to be entered into the Homeless Management Information System (HMIS) in accordance with HUD's standards on participation, data collection, and reporting requirements due to this project's involvement in the Coordinated Entry System. DHS staff, with staff that manage the HMIS system will assist your agency in training and learning the system for this data entry requirement.

DHS is required by HUD and the CoC to enter data on a regular and consistent basis and in accordance to CoC data timeliness standards. The data required for entry into HMIS includes the following data elements

which are collected as a part of an intake/needs assessment: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Cause of Homelessness.

MWBE and/or DBE: Provide evidence and a statement if the applicant is involved with Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE) participation.

Job Descriptions/ Resumes: Include a flow chart of staff involved in the project and a brief narrative stating duties of each staff involved. A job description and/or a resume is required for key positions for which an applicant is requesting staffing funding. All applicants must include the resume of key personnel (executive director, program director, case manager). Job descriptions may be used for positions that are not yet filled.

Claims For Reimbursement: Sub-recipients will be reimbursed for eligible expenses. Claims for reimbursement shall be submitted to the City Homeless Services Division within fifteen (15) calendar days after the calendar month in which the expenses are incurred or paid. Claims for reimbursement must be submitted to the assigned HSD Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim. Place in this section of narrative how the applicant plans to comply with this policy. Is there a specific person in charge of billings for the organization? What policies are in place within the applicant's organization to ensure this timeline for billings?

REVIEW & SELECTION PROCESS

Proposal Review Process: The CoC Board and/or their designees will be involved in the proposal review process and will 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 PSA Committee. Please see additional information regarding the Proposal Review process below.

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.

The City will evaluate all proposals in a four-phase process:

1. The first phase will involve a review of the proposals by the Homeless Services Division staff of the Department of Human Services for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. This step includes a Fiscal Review of the applicant's financial records. Each proposal will be reviewed for adherence to guidance provided within this RFP and feasibility for implementation. The Homeless Services Division staff will provide a consolidated recommendation for the PSA committee review process.
2. The second phase of this review process will allow the Continuum of Care's Board or their designee(s) to review proposals. The CoC designees will then submit in writing to Homeless Services Division their recommendations to be forwarded on to the PSA Committee to be used in the PSA review and selection process. This will include submission of a statement in writing of CoC membership and/or participation in the CoC of each applicant.
3. The third phase will involve the evaluation of the proposal's merits by each Selection Committee member independently.

4. The final phase will be a review of the proposals, CoC Board/Designee recommendations and DHS recommendations by the Selection Committee. During this phase, and 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. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

The final selection or selections will be made by the Selection Committee assembled in accordance with the Rules and Procedures promulgated pursuant to Ordinance 64102. The selection criteria therein will be considered by the Selection Committee; the criteria include the following: specialized experience, qualification and technical competence of the firm, its principals, project manager and key staff; ability of the firm to provide innovative solutions, approach to the project and any unusual problems anticipated; the capacity and capability of the firm to perform the work within the time limitations; past record and performance of the firm with respect to schedule compliance, cost control and quality of work; proximity of firm to the City; fees or fee structure as may be appropriate for the designated service; availability of financial and operating resources as required to complete the work; ability of the firm to meet statutory or ordinance requirements; and other items that arise as the result of the proposal or interview.

After the PSA Committee's review process and decision-making meeting, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

RFP Terms and Conditions

1. City reserves the right to reject any and all proposals 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 firm. 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 90 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.

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 sworn 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. A copy of an affidavit in a form acceptable to the City is attached hereto.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <http://ago.mo.gov/faqs/unauthorized-alien-workers.htm>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://verify.uscis.gov/enroll>.

Living Wage Ordinance

The City of St. Louis presently has in force a Living Wage Ordinance (Ordinance #65597). If the value of the contract is greater than \$50,000, the Contractor is subject to the Living Wage Ordinance, unless otherwise exempt per the Ordinance. If the value of the contract is less than \$50,000 when added to the amounts of any other service contract entered into between the City of St. Louis and the Contractor during any twelve-month period, the Contractor is not subject to the Living Wage Ordinance #65597 requirements. The Ordinance can be found on the City of St. Louis Website, or here:

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



City of St. Louis
Homeless Services Division
FY 2019-20 City General Use Tax Funds – Emergency Shelter Access Activities
REQUEST FOR PROPOSALS (RFP)
APPLICATION COVER SHEET
 Page 1 of 2

Organization Name			
Project Name			
Project Address			
Executive Director Name			
Executive Director Email			
Executive Director Telephone #			
Organization Address			
Organization Telephone #			
Organization Fax #			
Organization Website			
Organization DUNS #		Tax ID or EIN:	
Contact Person & Title			
Contact's E-mail			
Contact's Telephone #			

Target Population

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Mentally Ill |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Elderly | <input type="checkbox"/> Youth | <input type="checkbox"/> Other |
| <input type="checkbox"/> Families | <input type="checkbox"/> Reentry | <input type="checkbox"/> Substance Use/Treatment | |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Domestic Violence, Dating Violence & Stalking | |
| <input type="checkbox"/> Persons with HIV/AIDS | <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Developmentally Disabled | |
| <input type="checkbox"/> All of the above listed populations | | | |



City of St. Louis
Homeless Services Division
FY 2019-20 Proposition P Funds -- Winter Shelter Operations
REQUEST FOR PROPOSALS (RFP)
APPLICATION COVER SHEET
Page 2 of 2

Financial Section:

Amount Requested: \$ _____

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 \$ _____

Operational Section:

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

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
<u>Emergency Solutions Grant</u>			
<u>Continuum of Care</u>			
<u>Domestic Violence</u>			
<u>Proposition P</u>			
<u>Proposition S</u>			
<u>Health Division Grant</u>			
<u>Affordable Housing Grant</u>			

Budget Example
(Excel Copy on RFP website page)

Agency:				
Prepared By:				
Date Prepared:				
2019-2020 City General Use Tax Funds Budget				
Eligible Cost	Quantity AND Description	Year 1 Request	Year 1 Match	Total Budget
Hotline Operations				
				\$0
				\$0
				\$0
				\$0
				\$0
Data Collection and Reporting				
				\$0
				\$0
				\$0
				\$0
				\$0
Transportation Coordination				
				\$0
				\$0
				\$0
				\$0
				\$0
Coordination with Street Outreach and Emergency Shelters				
				\$0
				\$0
				\$0
				\$0
				\$0
Total Costs		\$0	\$0	\$0
Executive Director/CEO/Administrator		Homeless Services Division Program Manager		
Date		Date		

Proposal Narrative & Attachments Guidance

All proposals submitted to Homeless Services Division must include the following items to be considered for funding:

<p><u>Project Proposal Narrative:</u> (not to exceed 15 pages)</p> <ul style="list-style-type: none"> • Project Description • Client Population • Policies and Procedures • Organizational Capacity and Experience • CoC Goals, Priorities & Participation • Communication and Reporting • Timeline • Budget and Spending Capacity • HMIS Utilization • MWBE and/or DBE • Job Descriptions/Resumes • Claims for Reimbursement 	<p><u>Required attachments:</u> (not included in page limit)</p> <ul style="list-style-type: none"> • Evidence of 501 (c) 3 status • Copy of System for Award Management (SAM) Report • HMIS Participation Letter • Organizational Chart • Current List of the Board of Directors • Federal Form 990 • Job Descriptions/Resumes (for key personnel involved in the project) • Detailed Project/Program Budget • Agency Budget • Recent A133 or most recent audit • Recent Income Statement • Balance Sheet for the last three years • The recent statement of Cash Flows • Letter of support from the Alderman/woman
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Proposals must be submitted to the below address by 4:00 p.m. January 24, 2020. All applicants must provide seven (7) copies of their proposal at the time of submission (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 by the City of St. Louis.

**Department of Human
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103**