



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

FY2017

Continuum of Care Planning Grant

**REQUEST FOR PROPOSALS
(RFP)**

Consulting Services and/or Technical Assistance for 4 Individual Projects

Continuum of Care Administration (Staffing or Consulting)

Coordinated Entry Consultation

Rapid Rehousing Consultation

HUD Program Compliance Consultation

Release Date: May 16, 2019
Due Date: June 14, 2019, 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) is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

FY2017 Continuum of Care (CoC) – Planning Grant

Applications will be accepted for the four different consultation projects outlining specific activities as stated below.

Beginning May 16, 2019, RFP packets will be available for pick-up at the Homeless Services Division or the following website:

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

There will be no Bidder's Conference regarding this RFP. All other questions should be submitted on or before May 31, 2019, 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. June 14 2019. 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.

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 (RSMo 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.

INTRODUCTION

The City of St. Louis was awarded funds by the Department of Housing and Urban Development (HUD) in the FY2017 Continuum of Care Planning Grant intended in part to be used for four different consultation projects, as directed by the St. Louis City Continuum of Care. These planning grant funds will support advancement in the CoC's continued compliance with 24 CFR 578.7.

Planning Grant funds allow for the local Continuum of Care to do a wide array of planning and implementation activities that help to align with HUD regulations. As communities work all across the country to end homelessness, continued information and research become available about how to best serve this vulnerable population. Planning grant funds allow for communities to find ways to implement best practices and change systems-level responses to preventing and ending homelessness.

The Continuum of Care and HSD has earmarked approximately \$236,800 of Planning Grant funding to engage experts in systems-level planning priorities (Projects). The CoC and HSD have collaborated in the planning of these projects and will throughout the projects. Applicants will be reporting to both the CoC and HSD throughout the duration of these projects.

Respondents may apply to assist with just one of these projects or for multiple projects. If an applicant chooses to apply for multiple projects they must submit separate proposals for each of the project opportunities. Proposals for these four projects are now being accepted. Here is specific information about each of the four projects:

Project #1: Continuum of Care Administration (Staffing or Consulting) -- approximately \$89,800 available funding

The Continuum of Care currently operates with a volunteer Board of Directors with accompanying committees as prescribed by Federal Regulation. As the CoC grows and aspires to greater system-wide implementation of national best practices, there is a growing need for assistance in carrying out many administrative tasks of the CoC. This project will provide for a CoC Manager staffing position to support the CoC Board and Committees through a wide range of administrative duties. This staffing position could be hosted by a local non-profit agency or achieved by staff of a consulting firm or organization.

The St. Louis CoC Manager will be responsible for acting as a liaison between the St. Louis City CoC, the St. Louis City Homeless Services Division and other community stakeholders needed to move the work of the CoC forward. This position works closely with partnering CoCs in the Region. The CoC Manager is supervised by the St. Louis City CoC Board of Directors.

Job Duties

- Work closely with the St. Louis City Homeless Services Division to ensure that the work of the CoC compliments the work of the Homeless Services Division.
- Work with the St. Louis City Homeless Services Division to interpret the HUD CoC Notice of Funding Availability (NOFA) and develop a process and timeline to meet HUD application requirements and deadlines.
- Coordinate and oversee the CoC role in the HUD CoC application process.
- Assist the CoC Board in identifying priorities and support the RFP process for bonus funding.
- Work with the CoC Program Performance committee to oversee the program ranking and review process.
- Communicate all HUD NOFA updates and changes to the CoC.
- Administer the CoC annual budget.
- In partnership with the CoC Board officers, assist with all CoC meeting preparation as needed. The meetings include General meetings, Board meetings, and all Committee meetings.
- Attend all CoC General meetings, Board meetings, and Committee meetings and assist in the coordination of work across committees.
- In partnership with the St. Louis Homeless Services Division and CoC Program Performance Committee, work with program recipients to reach or maintain performance targets appropriate for population and program type, help monitor recipient and sub-recipient performance, evaluate outcomes, and provide technical assistance based on data and monitoring committee reports.
- Work in partnership with the St. Louis City Homeless Services Division, the St. Louis County Department of Homeless Services and the St. Louis City and County CoC leadership to ensure an effective Joint City/County Coordinated Entry System.
- Work with the HMIS (Homeless Management and Information System) Lead Agency to ensure consistent participation of recipients in HMIS and provide technical assistance and recruit non-funded participants to ensure HMIS coverage in St. Louis community.
- Assist with researching promising strategies and evidence-based practices to guide decision making and new program development.
- Assist the CoC in obtaining its 501c3 status and create a plan for ongoing resource development to support the CoC long-term.
- Work with Governance and Membership committee to increase the diversity of membership by building and maintaining collaborative partnerships/relationships.
- Support the work of the committees, subcommittees, or workgroups by assisting in the development and implementation of work-plans and other work as directed by the CoC Board.
- Work with applicable CoC Committees and HMIS Lead Agency to ensure that the work of the CoC is measured with data and CoC decisions are data-driven.
- Work with the applicable CoC Committees to ensure the work of the CoC has adequate representation from persons with lived experience and that work of the CoC is client-centered.
- Consult with local jurisdictions' for allocating Emergency Solutions Grant program funds and partner with other Housing funders to leverage resources across the CoC.

- Assist in ensuring that the CoC has a strategic plan in place and work plans that support the Strategic Plan and that progress on the plan is adequately monitored.
- In partnership with the CoC Board, develop policies and procedures for the CoC.
- Maintain relationships with HUD Field office, state CoC Governor's Committee to End Homelessness and St. Louis Area Regional Commission on Homelessness.
- Provide regular reports on the effectiveness of current programs, barriers to implementing services, research on evidence-based and innovative homeless systems or other reports required by the St. Louis City CoC.
- Assist DHS staff with administration and facilitate communication through use of the Base Camp Platform (a platform utilized by the CoC for communication and transparency).
- Will attend at least one annual conference or training event which has a focus on homelessness and facilitate other members in the community for conference/training opportunities.
- Will be responsible for keeping the CoC website up to date and increase communication CoC-wide through possible enhancements in social media presence and marketing materials.
- Will coordinate training opportunities for the CoC membership, as directed by CoC Board.

Qualifications

- Bachelor's Degree in related field and a minimum of five years of experience in grants management, public administration, human services, or business administration or a Master's Degree and a minimum of 2 years of experience.
- Strong interpersonal skills.
- Extensive experience in grant writing, program evaluation, public relations, community/coalition organizing, and board development.
- Ability to manage multiple projects.
- Comfortable working in a rapidly changing environment.
- Skilled at building and maintaining partnerships.
- Strong computer skills and experience with online HUD data systems is preferable.
- Demonstratable knowledge of marketing, event planning, and meeting coordination.
- Ability to work collaboratively, have strong conflict resolution skills and to facilitate processes.
- Supervisory experience including ability to manage volunteers.

The following line items are allowed within the budget and should be provided with the project budget. Staffing of one FTE (CoC Manager), Supplies/Equipment expenses, \$899 annual Base Camp fee, Conference/Training expense for CoC Manager and 4 additional CoC Members (Board or Committee members), Marketing expenses for Web/Social Media/Marketing materials, Expenses to host and/or lead training events for the CoC Membership.

Please clarify amounts to each budget line item requested, and if no amount is needed for the items mentioned above, please explain how that line item can be accomplished through other funds or in-kind opportunities, such as partnering with local universities or businesses to assist with such items. Planning grant budgets must comply with federal regulation 24 CFR 578.39. There is no match requirement for this project. There is no "administration" line item allowable in a Planning Grant.

Project #2: Coordinated Entry Consultation -- approximately \$52,500 available funding

In coordination, St. Louis City and St. Louis County launched a joint implementation of Coordinated Entry. Coordinated Entry is a consistent, streamlined process for accessing the resources available in the homeless crisis response system. The four main pillars, *Access, Assessment, Prioritization, and Referral* of Coordinated Entry are in place. In November of 2018, a newly formed Coordinated Entry Committee was formed to further progress the Coordinated Entry System and to work on the last two pillars of *Evaluation and Accountability*. There are notably some fractures within the system. The Continuum of Care seeks consultation from a firm with broad national experience (i.e., that has assisted numerous CoC's of various composition/location) or a technical assistance provider to determine how to quickly implement improvements to our current system. Many best practices have come out of other communities that would involve radically changing the way the system functions now.

There are three parts requested out of this consultation. First, the consultation will allow for bringing in person(s) to this community for an on-site workshop with the Coordinated Entry Committee and other CoC identified stakeholders. This workshop facilitator will guide participants through practice, teaching, and exercises to make a determination of what changes need to be made and why and how those changes are best implemented with a phased work plan for activity to occur over the next year.

Second, the consultation shall provide a written report of outcomes from the workshop. The workshop activities shall be recapped in the report, recommendations for change should be outlined, and there shall be a work plan for a year discussed within the report.

Third, the consultation will include a deep dive into the current Coordinated Entry Policies and Procedures Manual currently in operation. The consultation project will conclude with a re-written or updated Policy and Procedure manual or a thorough report outlining recommendations to be implemented in the current Manual. The provision of an updated Manual or a Report with Recommendations will ensure the community's Coordinated Entry Policies and Procedures are in line with HUD regulations and national best practices. In the proposal for this project the applicant needs to specify which option will be provided at the conclusion of the project; re-written or updated Policy and Procedure Manual or a Report outlining Recommendations to be implemented in the current Manual.

Project #3: Rapid Rehousing Consultation -- approximately \$24,500 available funding

This consultation project is to help the community to develop written standards of practice for community Rapid Rehousing programs. There are varying thoughts as to how Rapid Rehousing programs should operate, and it is even more confusing to figure out how to implement Rapid Rehousing projects into the current Coordinated Entry System. Another layer of confusion is that Rapid Rehousing programs are being funded by many different funding sources with different requirements and/or interpretations of those requirements.

This consulting project will work with three groups of stakeholders. The first group that the consultant will spend time with will include current RRH providers (and this will include providers from various different funding sources) to learn about how each is currently administering their RRH program, including the scope of supports and services offered, requirements /expectations of program participants and written policies and procedures that guide program implementation currently. Another key thing to be reviewed with these providers are the length of time clients are allowed assistance in the various programs.

The second group of people that the consultant will spend time with is the Continuum of Care's Service Delivery Committee. This committee will share what is going on currently with RRH projects, and what some of the concerns and frustrations are in those programs from a system's perspective and provide additional information on the state of Rapid Rehousing programs in the CoC.

The third group of people the consultant will spend time working with are the City of St. Louis Homeless Services Division Contract Compliance Officers. Contract Compliance Officers need to learn about how rapid rehousing projects should be implemented and to better understand HUD regulation requirements for these programs and can share with the consultant what issues they are having with compliance for RRH programs. Additionally, the consultant will review how Rapid Rehousing program contracts are being written to determine if any changes or additions need to be made.

Two written pieces of material will need to be developed in this consultation project. The first are written standards which are aligned with national best practices that will be embedded into both CoC and ESG Rapid Rehousing Contracts and related monitoring materials. The second written material requested is a Rapid Rehousing Policy and Procedure Manual developed for housing providers which include how to implement the contractual written standards. Both pieces of writing will include information about how Rapid Rehousing projects will work with the community's Coordinated Entry System.

Project #4: HUD Program Compliance Consultation – approximately \$70,000 available funding

This consultation will be with the Continuum of Care and the City of St. Louis, Department of Human Services-Homeless Services Division. There are many activities required of communities by HUD. This consultation is based on the importance of analyzing the linkage of three HUD required activities that, in a yearly cycle, should drive and affect one another. First, contracts for homeless services programs are established. Second, the homeless services provided under the contract need to be monitored for compliance. Third, those monitoring outcomes should affect how decisions are made within the next NOFA annual competition opportunity of funding. In theory this is a known fact, but in practice it is missed or glossed over, and there is wide consensus this process needs to be enhanced.

For the first activity mentioned, Contract Compliance, this project shall conduct the following activities:

- Review and assess current HSD contracts for compliance to HUD requirements.
- Help determine how programs should be compliant to the Community's Coordinated Entry process and recommend wording to add to contracts.
- Meet with City HSD Contract Compliance Officers to review and assess how they can streamline processes involved in developing, amending, and holding agency's accountable to contracts through training, billing processes and the below monitoring processes.
- Provide a report outlining recommendations to be implemented by HSD which will guide the incorporation of regulatory requirements into the City of St. Louis sub-recipient contracts, to ensure compliance at the program level. These Written Standards, when observed to be in Federal Compliance, will then be implemented into a policy and procedure handbook for the CoC and HSD.

For the second activity mentioned above, Dynamic Monitoring Process, the following work is suggested:

- Review and assess the current monitoring process and monitoring tools being utilized by the Contract Compliance Officers. This will likely involve meetings with HSD staff.
- Determine what may be missing in the current monitoring processes and what things are missing from the current monitoring tool. Of importance is how the Contract Compliance Officers can monitor for Housing first, and compliance to Coordinated Entry.
- Meet with the Program Performance Committee to determine how their monitoring of data effort and the dynamic monitoring process of HSD staff can be better integrated and aligned. Develop a streamlined process for communication of each process and those persons involved.
- A dynamic monitoring process should better inform decisions made by the CoC in the yearly NOFA Competition through Rank and Review which is a function of the Program Performance Committee. To determine how to ramp up monitoring to make it more dynamic the consultant may need to also meet with various CoC members (Board and/or committees, or the HMIS provider).
- Provide to HSD a written report for suggestions on moving to a dynamic monitoring process with written guidelines and timeline suggestions. This report should also include sample monitoring tools to use in implementing dynamic monitoring processes, which also incorporate evaluations of Housing First and Coordinated Entry compliance.

The final activity mentioned above is the annual NOFA Competition. The City of St. Louis is the Collaborative Applicant for the St. Louis Continuum of Care. The City of St. Louis is also the Grantee for all CoC awards (except for Shelter Plus Care awards). Because of the City's procurement policies, the CoC and the City have a difficult time each year, initiating all the required activities involved in the yearly HUD NOFA annual competition timeline. The Continuum of Care and the City of St. Louis, HSD request assistance in establishing a written detailed process with implementable procedures to navigate the required activities each year. The RFP process required by the City Procurement policies could be initiated well before the annual NOFA is posted. Some CoC's perform this sort of process, and the consultation should consider this as one possible avenue that this community could incorporate.

Also, this year, for the FY2019 NOFA, this consultant will assist the City of St. Louis in this annual NOFA process, as needed. It is imperative that this consultation include a written procedural document so that if HSD staff turns over, any staff can pick up the manual and implement a well thought out and detailed plan for

implementation of the yearly HUD NOFA competition, and understand the linkage of the NOFA Competition process to Contract Compliance and Sub-recipient Dynamic Monitoring.

This project calls for the development of comprehensive written instructions in a report or manual format that will do the following:

- Map out roles and responsibilities of the Continuum of Care NOFA activities. It will state the CoC's responsibilities and the Collaborative Applicant's responsibilities.
- Provide guidance that informs the link from Contract Compliance to Sub-Recipient Dynamic Monitoring to the annual NOFA competition activities.
- A NOFA suggested timeline of events, some of which (the RFP process) could be time lined to occur prior to the release of the NOFA.
- Documentation of the CoC Board's role in the NOFA process. The Board must make decisions based on specific HMIS data before the NOFA release as to what types of projects should be funded, what the process will be for reallocation of funds, the Rank and Review process and timeline, a local grievance process, and voting on the Rank and Review outcomes placed on the Priority Listing. The CoC also needs to do planning for the annual application for planning grant funds in coordination with DHS.
- Documentation of HSD staff roles as the Collaborative Applicant. A few of them are: managing the Grants Inventory Worksheet updating process, coordinating training and communication, managing the actual collaborative application, publishing a timeline for NOFA activities, monitoring and managing sub-recipient project applications, and working with the CoC. Additional activities are to handle all data entry details for both the Collaborative Application and the sub-recipient project applications. The Collaborative Application will need to be timelined out so that there is an appropriate time for the CoC Board to have input to the process.
- With the City of St. Louis being the grantee and agencies being sub-recipients, this adds a layer of confusion around how to navigate an appropriate timeline when RFP's have to be written, approved of by the City, and strict compliance with the City's procurement policies and procedures must be followed. This written document will outline the procurement process for the annual NOFA Competition and explain all the party's roles in this process. This consultation should consider a process to put the City's RFP/Procurement procedures ahead of the release of the NOFA in conjunction with the CoC Board roles. This consulting should help assist this community in laying out a better process.
- Finally, this consultation will also provide a framework for developing and implementing a Memorandum of Understanding that defines the roles, duties, and responsibilities of the Continuum of Care and City DHS as the Collaborative Applicant as well as the Monitoring and Fiscal Agent.
- Note, not presently contemplated; successful respondents must provide assurances that if additional NOFA consultation is deemed necessary to submit a competitive CoC funding application under the upcoming NOFA, the consultant can expand its scope of work for this Project, as needed and requested by the CoC in partnership with our Collaborative Applicant.

ADDITIONAL CONSIDERATIONS

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 these consultation services are eligible to apply.

Applicants may submit proposals for one, multiple or all of these consultation opportunities. Applicants submitting proposals for more than one opportunity must submit separate packages for each opportunity.

Grant Term: For these consultation projects, proposals must determine and specify how funds will be spent. A detailed budget explanation should include how many persons will provide the consultation activities, and how much they will be charging per hour of services, and how many hours they expect the project to take to complete. A proposed timeline should be submitted as well, with an explanation of the maximum time the project will take to complete. The City of St. Louis will not pay more than \$140 per hour for consultation services. Funds are available now, and the proposal shall demonstrate how the full funds will be spent by December 31, 2019.

Proposal Review Process: Applicants for all Projects must make themselves available for interview by the St. Louis City Continuum of Care Board and/or their designees, making up a Review Panel. The CoC Board Review Panel may choose to rank proposals and 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.

REQUIREMENTS of PROPOSALS & EVALUATION CRITERIA:

In addition to submitting the *Application Cover Sheet* (attached), the applicant will need to provide detailed narratives for each project proposal. The narrative should include the following topics highlighted with the bolded titles. The following items will be evaluated for funding decisions:

Project Description, Scope, and Relevance: Narrative should include a *Statement of Priorities* regarding project description, scope, and relevance, including the intended impact of the project on homeless individuals and families and those at risk of homelessness. The outcomes for each project are explained in detail within this RFP. The applicant should provide detailed descriptions addressing the requirements of the project and how the applicant will achieve the desired outcomes. Detailed timelines should be included for each project. This section can and should include budget information, but a full budget should be included within the separate "Budget and Spending Capacity" section as well. If the consultant believes there are additional pieces to be considered not specifically listed within the project description in this RFP that should be considered and are relevant, this section should include that information.

Note for Project #1 Proposals: For this project, the Project Description shall include detailed information as to how staffing will be maintained. State very clearly if the proposal is a local agency that is choosing to host a CoC Manager position within the agency, or if the applicant is a local or national consulting firm that will carry out CoC Management duties on behalf of the CoC. Regardless of the type of applicant, the Project Description needs to include how all of the job duties above will be carried out or assigned. Will the project be managed by just one FTE or will the work be managed by various people? If the assigned work duties are a portion of the person(s) roles within the organization, please explain very clearly how the added roles/duties will be maintained, separated and documented.

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

Applicant Experience & Capacity: The applicant's experience within the subject area of the project should be well documented in the proposal, including the provision of similar services or technical assistance or consulting services to other Continuums of Care nationally in such matters. There should be an explanation of how the applicant can demonstrate having extensive knowledge of providing services that benefit persons experiencing or at risk of homelessness. Demonstrate how the applicant has the capacity to carry out the

project. Specialized experience, qualification and technical competence of the applicant firm, its principals, project manager and key staff will be considered.

Applicant Availability: Explain how the applicant will be made available to meet and confer with the local parties receiving the consulting services to get direction, understanding and to implement provision and guidance of the project. For example, explain whether the consultant will be traveling to St. Louis and if so how often or is the consultant/organization locally based? Will the consultation utilize webinars, conference calls, etc. and how often? What other mechanisms will be used to provide the consultation services specifically? Proximity of the firm to the city will be considered.

HUD Experience and Knowledge: Explain the applicant's direct experience and knowledge in providing or supervising services that are funded by the U.S. Department of Housing and Urban Development's Continuum of Care grant, and how that experience and knowledge will lead to positive outcomes for the consultation project. Ability of the applicant firm to meet all statutory and ordinance requirements will be considered.

Communication and Reporting: State in this section how the applicant will ensure communication with all parties involved within the project. There should be some form of communication happening at least monthly with the CoC Board and DHS; please state how that will be ensured. For Project #1 state how the identified staff persons will report and ensure communication with the CoC Board and HSD. For Projects 2, 3, and 4 state how the applicant will ensure all written reports will be ensured to be delivered by the deadline of the project and how reporting on progress can be ensured throughout the project.

Timeline: Please include a detailed timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes for the project. The capacity and capability of the firm to perform the work within the time limitations will be considered.

Budget and Spending Capacity: The budget for the project should demonstrate full expenditure of the funds applied for within a suitable timeframe. Determine what line items will justify expenditure and state in detail what is within each specific line item of the project budget. Applicants need to state a projected start date and end date for the project. Funds are available now, and the proposal shall demonstrate how the full funds will be spent by December 31, 2019. The applicant should further be able to demonstrate within the proposal the ability to provide solid fiscal accountability to the project. The fees or fee structure as may be appropriate for the designated service/s will be considered.

Included are sample worksheets provided as guides for forming a project budget for each individual project. The full Excel document is available from the City of St. Louis website with the RFP. See Exhibits A-D for sample project budgets and make the selection of the one matching the project number of the proposal being submitted. There are example line items which can be used, added to or deleted, as needed. For consulting fees, be very specific in your explanation as to how calculations are being estimated. For all other lines items please provide examples of how funds will be utilized. For example, for a travel expense line item, notate how many persons will be traveling and how many individual trips will be made, and what travel expenses are being requested such as hotel, taxi/Uber fees, airline fare, etc. Note: With a HUD CoC Planning grant we are unable to bill meals or food expenses. These items will not be allowed. Please see 24 CFR 578.7 for allowable expenses.

Consultants Credentials: The applicant should state the capacity and experience level of key staff that will be involved in the project. This should include details about staff's ability to meet statutory, regulatory and ordinance requirements.

Match: There are NO match requirements for any of these projects.

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. M/WBE and/or DBE participation will be considered.

Claims For Reimbursement: Consultant will be reimbursed for eligible expenses. Monthly, each billing request submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to HSD 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 consultant 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?

Ability of the applicant firm to provide innovated solutions will be considered. Approach to the project and any unusual problems anticipated will be considered. Past record and performance of the applicant firm with respect to schedule compliance, cost control and quality of work will be considered.

SELECTION PROCESS

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

1. The first phase will involve a review of the proposals by the HSD staff of the Department of Human Services (DHS) for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for adherence to guidance provided within this RFP and feasibility for implementation.
2. The second phase of this review process will allow the Continuum of Care's Board or their designees (Review Panel) to review proposals and possibly conduct interviews, if they choose to do so, with applicants. The CoC designees will then submit in writing to HSD their recommendations to be forwarded on to the PSA Committee to be considered in the City of St. Louis review and selection process.
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 and CoC Board recommendations by the Selection Committee. During this phase, and at its discretion, the 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 a firm to perform the service requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

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 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.

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://everify.uscis.gov/enroll>.



**City of St. Louis
FY2017 PLANNING GRANT FUNDS REQUEST FOR PROPOSALS (RFP)
APPLICATION COVER SHEET**

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

SELECT ONLY ONE OF THE FOLLOWING PROJECTS TO APPLY FOR FY2017 PLANNING GRANT FUNDING. An agency may request funds from multiple projects types; however, the agency MUST complete a separate application for each project type. To select a project please check a box.

- Continuum of Care Administration (Staffing or Consulting)
- Coordinated Entry Consultation
- Rapid Rehousing Consultation
- HUD Program Compliance Consultation

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 \$_____

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

All proposals submitted to HSD must include the following items:

<u>Project Proposal Narrative:</u>	<u>Required Attachments:</u>
<p>(not to exceed 15 pages)</p> <p>Narrative includes these sections:</p> <ul style="list-style-type: none">• Project Description, Scope & Relevance• CoC Goals & Priorities• Applicant Experience & Capacity• Applicant Availability• HUD Experience & Knowledge• Communication & Reporting• Timeline• Budget & Spending Capacity• Consultants Credentials• Match (if applicable)• MWBE and/or DBE• Claims for Reimbursement	<p>(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• Recent Income Statement• Balance Sheet for the last three years• The recent statement of Cash Flows• Letter of support from the Alderman/woman

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

Proposals must be submitted to the below address by 4:00 p.m. June 14, 2019. 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 proposals. Funding for this program is subject to appropriations from federal agencies.

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

Exhibit C

Agency:			
Prepared By:			
Date Prepared:			
FY2017 CoC Planning Grant Budget Consultation Project			
Eligible Cost	Quantity AND Description	Year 1 Request	Total Budget
Project #3: Rapid Rehousing Consultation			
	Onsite Visits/Meetings Expenses		\$0
	Supplies		\$0
	Travel		\$0
	Consulting Hours (x hours at \$x rate per hour)		\$0
			\$0
	Written Standards for ESG/CoC RRH Programs		\$0
	Supplies		\$0
	Consulting Hours (x hours at \$x rate per hour)		\$0
			\$0
			\$0
	RRH Policy & Procedure Manual for Housing Providers		\$0
	Supplies		\$0
	Consulting Hours (x hours at \$x rate per hour)		\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Costs		\$0	\$0
Executive Director/CEO/Administrator		Homeless Services Division Program Manager	
Date		Date	

