



City of St. Louis
Homeless Services Division

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

In addition to submitting the *Proposal Cover Sheet* the applicant will need to provide detailed narrative for each of the following questions. List each question in bold font, and then the response. Number the questions/responses. Then add attachments. There needs to be full Narrative for each project.

1. Scope of Work/Project Description: Provide a comprehensive project description. Include embraced best-practices, and objectives for reducing homelessness, including the intended impact of the project on homeless individuals and families and/or those at risk of homelessness. Explain how the project will be carried out. Explain if the consultation will be local, or via webinar meetings or both. Explain how the consultant will carry out the project to meet outcomes desired.

2. Explain how operations have been adapted to account for the pandemic. (Use Centers for Disease Control and Prevention (CDC) Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) to assist applicants with planning and documentation efforts and in determining how the current coronavirus is and/or will impact operations.)

3. Experience and Knowledge: Explain what experience and knowledge you bring to your project and how that will be crucial to carrying out the tasks of the project. Explain why this project proposal should be selected over other projects. What makes this applicant's experience and knowledge superior to others?

4. Agency/Consultant Capacity: Explain your experience in assessing the needs of, and providing services to, low income individuals who are homeless, formerly homeless or at risk of becoming homeless. State if the agency or consultant is juggling multiple projects and how this project will be carried out capacity-wise.

5. Staffing and Qualifications: Include an organizational chart of staff that will be involved in the project. Please provide a BRIEF job description and what their role will be for all staff working within the project.

6. Outcomes: Explain what outcomes the project proposes to meet.

7. Continuum of Care (CoC) Experience: Provide a brief statement about the applicant's experience with Continuum of Care's or experience being involved with Continuum of Care activities. Share any additional information that should be considered involving the agency or organization's history with Continuum of Care activities and compliance. For agencies/consultants outside of St. Louis, explain how you will carry out the activities of the project and engage with Continuum of Care members.

8. CoC Involvement: Provide a narrative stating how the applicant will engage and involve the St. Louis City Continuum of Care and how the work of this project aligns with the Mission, Vision and Beliefs Statements (Exhibit F). Explain how this project will engage with the CoC Membership and Committees (See Committee Information, Exhibits G & H).

9. Conflict of Interest: Please read and understand Title 24 CFR (Code of Federal Regulation, Section 578.95, and 2 CFR part 200, Code of Conduct for HUD Grant Programs. State within this proposal if there are any Conflicts of Interest or items which may be construed as conflictual. State your understanding with these federal regulations within this proposal.

10. Communication and Reporting: State in this section how the applicant will ensure communication with HSD and for the projects applicable, the CoC Board, Membership and/or Committees. Communication regarding billings should occur monthly with HSD. What staff person(s) will be involved in this part of the project? It is essential that the agency has a strict process outlined for recording expenditures and a person identified as a point person.

11. Project Timeline: Please provide a timeline stating these types of activities: hiring staff, start-up, milestones to be achieved and completion of the project. The timeline should demonstrate the ability to have a plan for spending down all funds while completing the project in an appropriate timeframe and manner.

12. Budget and Spending Capacity: In addition to briefly explaining the budget put forth, explain the agency's or consultant's ability to provide solid fiscal accountability to the project. Costs should be reasonable for the services. The sample budget form (Exhibit C) should be used to create the proposal budget. There is no match requirement for planning grant funds, as the City of St. Louis provides the match for the overall planning grant.

13. Leveraged Resources: Explain the extent to which the agency will be leveraging resources to complete the proposed project. In other words, what does the agency bring to the table making them a valued resource worth funding with planning grant funds?

14. Unhoused Empowerment: Explain how the agency or consultant plans to involve and empower people experiencing homelessness to participate in decision-making and project operations/outcomes. Or explain what efforts the agency/consultant is engaging in to provide an unhoused voice to the services provided and/or to being involved in decision making?

15. 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, as filed with the City of St. Louis. This may not be applicable to all applicants.

All proposals submitted to HSD must include the following items:

<u>Project Proposal Narrative:</u> (not to exceed 15 pages)	<u>Required attachments:</u> (not included in page limit)
<p>Project Cover Sheet (2 pages)</p> <p>Narrative which answers the 17 questions posed within the RFP. Narrative questions should be answered on blank paper, where each question is listed, bolded, and response directly follows the question.</p> <p>For attachments, include a blank, titled page between each attachment. If possible provide on colored paper.</p> <p>*For consultancy firms, the items asterisked above may not be applicable and will not be required.</p>	<ul style="list-style-type: none"> • Detailed Project/Program Budget (Exhibit C) • Evidence of 501 (c) 3 status * • Copy of System for Award Management (SAM) Report* • HMIS Participation Letter* • Organizational Chart (for project/show staff involved in project) • Agency Organizational Chart • Current List of the Board of Directors* • Federal Form 990 (or other tax filing form) • Resumes (for key personnel involved in the project) • Agency Budget • Recent A133 or the most recent audit* • Recent Income Statement • Balance Sheet for the last three years • The recent statement of Cash Flows • MWBE and/or DBE documentation* • Letter of support from the Alderman/woman of the Ward the Agency is located within. If unable to acquire, may provide Letter of Support from any 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 1, 2021. All applicants must provide seven (7) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a cover page (colored paper preferred). Incomplete proposals or those received after the due date and time may be rejected. Funding for this program is subject to appropriations from federal agencies and by the City of St. Louis. Proposals to be submitted to this address:

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