



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

FY2020

CoC Planning Grant

REQUEST FOR PROPOSALS (RFP)

Release Date: May 17, 2022
Due Date: June 7, 2022, 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), Homeless Services Division (HSD) issues this Request for Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

FY2020 Continuum of Care (CoC) – Planning Grant

Beginning May 17, 2022, RFP packets will be available for pick-up at the Department of Human Services, Homeless Services Division, or via the City's website: <https://www.stlouis-mo.gov/government/procurement/>

Informational Bidder's Conference

There is currently no Bidder's Conference scheduled. Those that want to participate in a Zoom Webinar to obtain more information or ask in person questions can email Amy Bickford at bickforda@stlouis-mo.gov by **May 25, 2022** to schedule a meeting via this Zoom Access.

Questions Regarding the RFP:

- Must reference the RFP page number and section to which it applies.
- DHS will record questions and provide written responses posted on the City's website.
- DHS will maintain a list of entities that requested the RFP and provide question responses to them.
- No contact with any other selection committee member is permitted.
- Must be submitted in writing on or before June 3, 2022 to the following:

**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**

To be considered by the Selection Committee proposals must be received by 4:00 p.m. June 7, 2022. All applicants must provide five (5) copies of their proposal at the time of submission (please no staples). Attachments need to be separated by a colored cover page. **In addition to the submission of paper copies, please email an electronic version of the proposal, as one complete attachment to Amy Bickford at bickforda@stlouis-mo.gov.** 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.

PLANNING GRANT USE

The City of St. Louis was awarded funds by the Department of Housing and Urban Development (HUD) in the FY2020 Continuum of Care (CoC) Competition for a Planning Grant. These funds are for CoC planning activities as outlined in the 24 CFR 578.39. Planning grant funds will support advancement in the CoC's continued compliance with 24 CFR 578.7.

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.

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. Planning grant funds allow for communities to find ways to implement best practices and improve the systems-level response to preventing and ending homelessness.

ELIGIBLE APPLICANTS: Eligible applicants include Consulting Organizations/Firms, Non-Profit Corporations with IRS tax-exempt status and organizations with equivalent tax-exempt status pursuant to the IRS Code and can provide evidence of such status AND are not currently receiving CoC or ESG funding. Some projects listed below for Consulting Services may be performed by other entities not identified as non-profit entities.

CONFLICT OF INTEREST: Applicants applying for Continuum of Care funds, must ensure that there is no conflict of interest. Any staff working for the agency applying for funds, must not have been in a position of leadership with the Continuum of Care and CoC Board of directors currently and for one year prior to the date of the application. A non-profit that applies for funds can't be receiving any CoC or Emergency Solutions Grant (ESG) funds currently or for one year prior to the date of the application.

FUNDS AVAILABLE

The purpose of this RFP is to appropriate \$180,000 of CoC Planning Grant funding to be allocated for the below planning activities.

- Grant Term of less than 1 year, which will be start between ASAP - December 2022.
- There is no match requirement.
- No Administrative funds allowed.

FUNDS AVAILABLE: Approximately \$180,000

| | | |
|-----------|--|--------------------------------|
| Project 1 | Continuum of Care Application Support | Available Funds Up To \$40,000 |
| Project 2 | Best Practices Implementation | Available Funds Up To \$70,000 |
| Project 3 | Diversity, Equity & Inclusion Strategy | Available Funds Up To \$70,000 |

METHOD OF COMPENSATION

The method of compensation for City of St. Louis HUD contracts is via monthly reimbursement for incurred expenses. Disbursements shall be made by pre-numbered checks that are signed by the City Chief Executive Officer and the Financial Officer or any two (2) duly authorized officers.

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract and grant must align with HUD and City requirements. This will include instruction, both verbal and written, on the Homeless Services requirements for complete, accurate and timely billing packet

submissions, so reimbursements can be provided to subrecipients as quickly as possible. The City issues check payments to subrecipients once the complete, accurate and timely billing packet is fully processed through several City Departments. Selected subrecipients will have to incur expenses and be able to cover up to three months of the project at the start of the contract.

CONSULTANT FEES: Projects that utilize consultants and bill based on hourly fees will not be allowed more than \$140 per hour. Budgets should propose how many hours the projects will require and what fee amount will be charged per hour with detail explaining the budgeted request.

PROJECT 1: CONTINUUM OF CARE APPLICATION SUPPORT

The City of St. Louis is seeking support for the annual HUD CoC funding competition. The support requested for this project is assistance in making sure the application for funding is the best it can be to help this community secure and attain additional funding in the CoC funding competition. Support will be provided in the following ways:

- Provide insight and guidance to make improvements to the annual application based on previous year's application and competition scoring reports as provided by HUD.
- Consult with DHS and CoC leadership in the planning process to ensure compliance with all NOFO (Notice of Funding Opportunity) requirements.
- Consult with DHS and CoC leadership, as needed during the competition, to provide understanding and guidance on the NOFO Competition Document and verify questions are answered completely and correctly.
- Provide proofreading of the annual CoC application and provide feedback about where in the application improvement can be made.
- Assist the Program Performance Committee in refinement and/or development of policies for the most transparent competition as possible.
- Assist in the competition's Rank and Review process to ensure transparency, compliance and adherence to NOFO requirements.
- Provide monthly, as requested or needed, updates to the CoC Board of Directors and the City of St. Louis, and present a debriefing session after submission of the competitive application.

This project will be short-term, and provided during the annual NOFA completion, lasting three to six months. The consultant needs to be very experienced with the annual HUD CoC competition, and have vast experience working with Continuum of Care programs.

PROJECT 2: BEST PRACTICES IMPLEMENTATION

This project will engage in the implementation of system improvements to the Coordinated Entry and Emergency Shelter system to include the implementation of a Diversion and Prevention strategic plan which focus on protocols to be utilized system-wide. Additionally, this project seeks to carry forward work completed on a previous Coordinated Entry project where a draft of Policies & Procedures was started. The consultant may need to add some revisions, but through this project the City seeks to ensure this draft is finalized and presented to the CoC Board of Directors for final approval and implementation. The consultant will work collaboratively with the City of St. Louis (Homeless Services Division), CoC Coordinated Entry committee and the staff of the Coordinated Entry "Front Doors." These are the main things to be accomplished:

- **DIVERSION & PREVENTION:** The consultant will engage in research from across the country to see how other communities are implementing diversion and prevention strategies and then work with the Coordinated Entry Committee and other committees as warranted to present ideas for diversion and prevention system-wide strategic planning and how these activities should interact with the Coordinated Entry system. The consultant will provide ideas and/or research on possible funding solutions for prevention and diversion activities using Coordinated Entry. This project should allow the CoC to see marked improvements in Coordinated Entry implementation and reductions of those entering the homeless services system.

- *ADDITIONAL SYSTEMS OF CARE & CES:* The consultant will engage in exploring with community stakeholder forums or meetings to determine how to bring in additional systems of care into the Coordinated Entry System, such as looking at how the correctional system, the behavioral health or the child protective services systems could better align practices and matching and referral to housing resources.
- *BUILD OUT OF IMPLEMENTATION PLAN:* In 2019 and 2020, the Continuum of Care completed two Coordinated Entry consultation projects, which provided insight into the effectiveness of the current system. These reports identified recommendations to improve the functionality of the system. The reports will be shared with the selected consultant to assist the CoC Coordinated Entry Committee in prioritization and implementation planning to start and complete those recommendations. This project will provide on-site (if allowed during the ongoing pandemic) facilitation activities to help determine what changes to implement, the order of which to work on those changes, and provide work plans to guide the implementation steps. This project will primarily involve work with the Coordinated Entry committee but may include presentations to the CoC Board.

PROJECT 3: DIVERSITY, EQUITY & INCLUSION (DEI) STRATEGY

This community has engaged in two consultation projects over the last two years, where the system data was explored, analyzed, and reports were provided and presented on. The community knows there are equity problems, lack of diversity across the board and there is no effective inclusion strategy to grow and move the needle on what is currently existing. This project will take what we know and provide a well written, action oriented strategic plan for growth and movement in Diversity, Equity and Inclusion strategies. The project shall provide at a minimum strategies or action items for these improvements:

- Action Oriented Strategy and timeline for increased diversity, increased equity, and increased inclusion in Continuum of Care membership and committees.
- Action items for racial, gender, ethnicity diversity.
- Ongoing strategy for assessment and evaluation of DEI in the system, agencies and programs.
- Data incorporation of DEI elements. Work with DHS, CoC Board and HMIS to determine how, the platform, and when DEI data will be assessed and reported on.
- Provide a training plan for community agencies/programs on DEI steps to take in their own agencies/programs.
- Provide training and guidance on how DHS can effectively add DEI actions to the monitoring and evaluation of subrecipients.
- Presentation to the CoC Board.

The CoC Board and DHS staff will assist the consultant in identifying who should be involved the various actions of this project, the training and in the presentation. The work of this project can be accomplished by analyzing data (provided from a variety of sources, such as HMIS, Coordinated Entry by Name List, local research and data, previous consultant reports and other local City data). Additional activities may include holding facilitated focus groups or discussions such as consumer focus groups, meetings with CoC members and other key sector partners, looking at national best practices or in any other manners the consultant would suggest. The deliverable will be a written report of outcomes of the project, which can be summarized and presented to the CoC Board of Directors.

REVIEW & SELECTION PROCESS

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 DHS 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 or another designee of the 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.

Proposals will be evaluated according to the following process:

1. Review and evaluation of the proposals by the Homeless Services Division (HSD) and the City Selection Committee Members for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes Exhibit E & F.
2. Professional Services Agreement (PSA) Selection Committee Meeting of the Selection Committee where each member shall discuss and vote on selection of applicants to perform the services requested in the RFP.
3. DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

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. 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.

SELECTION CONSIDERATIONS

In addition to the Proposal Requirements noted above, and as per City of St. Louis rules and procedures, the Selection Committee, in deciding to select an agency to provide professional services, shall consider, at a minimum, the following, as related to the selection:

- Specialized experience, qualification and technical competence of the agency, it's principles, project manager, and key staff.
- Ability of the agency to provide innovative solutions.
- Approach to the project.
- The capacity and capability of the agency to perform the work with the time limitations.
- Past record and performance of the agency with respect to compliance, cost control, and quality of work.
- Fees or fee structure for work performed and the applicant's ability to provide solid fiscal accountability to the project.
- The availability of financial and operating resources of agency to complete the work.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Applicant is a non-profit organization in good standing.
- The applicant's commitment to be a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address requirements set out in the RFP.
- The ability to track clients through the progression of services being provided.
- The applicant's plans to involve and empower unhoused people to participate in decision-making and project operations.

RFP Terms and Conditions

1. The City reserves the right to reject any proposal 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 agency. 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.
6. The proposed activities within an applicant's proposal must meet the funding priority and eligible components as stated within the RFP.
7. **Applicant must have a Unique Identity Number (formerly known as a DUNS Number).**
8. **Applicant must have registered in the System for Award Management (<https://www.sam.gov/SAM/>) before a contract can be awarded and are strongly encouraged to start the registration process on www.SAM.gov as soon as possible.**
9. Applicant must be current with IRS Form 990 filings (when applicable) or be under an automatic or approved extension.
10. Applicant must have completed all required federal audits (if applicable).
11. Applicant must be current on filings of all federal, state, or local taxes.
12. Applicant must not have any unresolved or open HUD audit or monitoring findings.
13. Applicant must be in good standing with the State of Missouri and City of St. Louis (**Please note applicants must have a current business license or be deemed exempt by the License Collector's Office**).
See: <https://www.stlouis-mo.gov/government/departments/license/business-license-info/> and <https://www.stlouis-mo.gov/government/departments/license/business-license-info/Graduated-Business-License-Process.cfm>
14. Applicant's proposed activities in the City of St. Louis must take place in a building approved for occupancy by the City of St. Louis. See: <https://www.stlouis-mo.gov/government/departments/public-safety/building/permits/occupancy-permits/commercial-occupancy-permits.cfm>
15. Applicant must not be on the federal Excluded Parties List (debarred). See: <https://www.dol.gov/agencies/ofccp/debarred-list>

CONTRACT OBLIGATIONS SUBJECT TO APPROPRIATION

The award and performance of any contract or agreement that results from this RFP is subject to appropriation of funds for such purposes by the City, including re-appropriations for each fiscal period. The City reserves the right to not appropriate funds in any fiscal period to make the payments required under any agreement or contract. In the event funds are not appropriated in any fiscal period for the purposes of making payments as required, any agreement or contract for which the payments are not appropriated shall terminate without penalty or expense to the City whatsoever.

EARNINGS TAX REQUIREMENTS

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

PROHIBITED CONTRACT CLAUSES

The City will not accept any contract awarded following this RFP that includes a limitation of liability clause. Limitations of liability clauses include, but shall not be limited to:

- Monetary caps on the amount a vendor or contractor will pay to the City under any circumstances.
- Limits on categories of risks or liabilities for which a vendor or contractor will compensate the City.
- Limits on or disclaimers of certain damages.
- Limits on when the City can bring a breach of contract or breach of warranty claim.
- Limits on when the City can bring a tort claim.

PUBLIC RECORDS LAW

Any Contractor awarded this contract acknowledges that the City is a “public governmental body” under and subject to the State of Missouri’s Sunshine Law (the “Act”), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)

The City of St. Louis is committed to promoting fair and open competition for M/WBEs seeking to do business with the City of St. Louis. The 2015 Disparity Study led to Ordinance 70767, which outlined the City’s Minority and Women-Owned Business Enterprises (M/WBE) Program. This program was implemented “to take all necessary, reasonable, and legal action to alleviate documented disparity and ensure that all businesses are afforded the maximum opportunity for participation in the City’s contracting. The M/WBE program shall ensure that the City of ST. Louis contracts are awarded in a manner that promotes economic inclusion of all segments of the business population, regardless of race, sex, or

gender, to maximize the economic vitality and development of the City of St. Louis.” To align with this policy the Homeless Services Division shall provide an incentive credit during the evaluation of proposals that include a copy of the M/WBE certification approval letter issued by the M/WBE Program.”

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 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. Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General’s web site at <https://ago.mo.gov/criminal-division/public-safety/unauthorized-alien-workers>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services’ web site at <https://everify.uscis.gov/enroll>.

LIVING WAGE AND SERVICE CONTRACT PREVAILING WAGE

The City of St. Louis presently has in force a Living Wage Ordinance (#65597) applicable to contracts of \$50,000 or more in any twelve-month period, with limited exceptions such as non-profit organizations. The City posts through the Airport Authority an Annual Living Wage Adjustment Bulletin specifying the current Living Wage. Any proposal or bid must reference the current Living Wage and, if applicable, demonstrate how the contractor shall comply with Ordinance 65597.

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

The City of St. Louis presently has in force a Service Contract Prevailing Wage Ordinance (#62124) containing Minimum Prevailing Wages and Minimum Prevailing Benefits. Service Contract Minimum Prevailing Wages and Minimum Prevailing Benefits for specific occupations for the St. Louis area are determined and published by the U.S. Secretary of Labor. Any proposal or bid must demonstrate how the contractor shall comply with Ordinance 62124 to the extent it is applicable. Per Ordinance 65597, contracts subject to the Service Contract Minimum Prevailing Wage and the Living Wage must pay a minimum wage and benefits package that is the greater of the two.

MISSOURI STATUTE - ISRAEL ENGAGEMENT ACTIVITY

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to [*Certification under Revised Statutes of Missouri Section 34.600*](#). If a contract or grant exceeds \$100,000 in value, and Subrecipient has 10 or more employees, then as a condition for the award of a contract or grant, Subrecipient, shall, pursuant to the provisions of Section 34.600 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit affirm and certify that Subrecipient is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the state of Israel; or persons or entities doing business in the state of Israel. <https://revisor.mo.gov/main/OneSection.aspx?section=34.600>

Any Contractor awarded this contract shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker’s Compensation Insurance, and no coverage amounts listed shall be construed to limit the liability of the Contractor. The Contractor awarded this contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of this contract, with “The City of St. Louis” listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

Department of Human Services, Homeless Services Division, 1520 Market St., Room 4062, St. Louis, MO 63118.

The Contractor's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration. Such Insurance company must have a financial strength of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide. (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City's policy will be excess over Consultant's policy.

TERMINATION RIGHTS

Any contract awarded may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract awarded may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If the Contractor abandons this contract, it shall indemnify the City against any loss caused by said abandonment.

ATTACHED EXHIBITS

Exhibit A: Proposal Cover Sheet, pages 12-13

Exhibit B: Proposal Narrative & Attachments Guidance, pages 14-15

Exhibit C: FY2019 Planning Grant Budget Template, page 16

Exhibit D: Project Evaluation Scoring Rubric, page 17

Exhibit E: Financial Capacity Scoring Rubric, page 18

Exhibit F: Continuum of Care Mission, Vision & Values, page 19

Exhibit G: Continuum of Care Committee Descriptions, page 20



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Homeless Services Division
FY2020 CoC Planning Grant
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PROPOSAL COVER SHEET
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| | | | |
|---------------------------------------|--|-----------------------|--|
| 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 Email | | | |
| Contact's Telephone # | | | |

There are 3 projects listed below. An applicant may select one or multiple projects to submit within one proposal.

Projects:

- 1. Continuum of Care Administration
- 2. Best Practices Implementation
- 3. Diversity, Equity & Inclusion Strategy

Other Information:

Amount Requested from CoC Planning Grant funding: \$_____

Requested amount reflects ____% of the total program/project budget \$_____

Requested amount reflects ____% of the total agency's budget \$_____

Amount of funds that will serve as match for this project \$_____



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PROPOSAL COVER SHEET
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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

Does proposal include travel? Yes No

How many trips to St. Louis will be provided if travel is included to provide services? _____

Is the Agency designated as a Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE), as filed with the City of St. Louis (note attachment required)?

MWBE and/or DBE: 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 |
|---------------------------------------|---------------------|--------------------------|----------------------------|
| Emergency Solutions Grant | | | |
| Continuum of Care | | | |
| Domestic Violence | | | |
| Proposition P | | | |
| Proposition S | | | |
| Health Division Grant | | | |
| Affordable Housing Grant | | | |
| Community Development Commission | | | |
| Emergency Solutions Grant-Coronavirus | | | |
| Cares Act Funds – STL City CARES (HP) | | | |
| Treasury ERAP Funds | | | |
| Other Funds Provided Due to Pandemic | | | |
| Other: | | | |

See next page for the Narrative and Attachment Guidance (Exhibit B).

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

In addition to submitting the 2-page *Proposal Cover Sheet* the applicant will need to provide brief narrative for each of the following questions and submit the required attachments. Please number the narrative responses according to their number as listed below. These questions will be evaluated for funding decisions. If the applicant is applying for multiple categories, there must be a separate, labeled narrative document and budget for each category. Try to limit narrative to seven pages or less.

1. **Scope of Work/Project Description:** Provide a brief project description.
2. **Outcomes:** What are the Goals, Performance Metrics and Expected Outcomes for the proposed project? What will the community gain as a result of engaging your organization in this project?
3. **Measure of Success:** How will the agency determine success for the project?
4. **Project Operation:** Explain how the projects will be conducted? Will work be done both virtual and in person. Explain in detail how you vision the project being implemented. Will there be specific phases? What groups of people will the agency consult with for the project. (See Exhibit G for Committee list).
5. **Project Timeline:** Provide an expected timeline for the operation of the project.
6. **Project Deliverables:** What are the deliverables for the project's completion?
7. **Experience and Knowledge:** Briefly explain why the agency and staff are experienced and knowledgeable in working with the unhoused and why your agency should be considered and selected.
8. **Staffing Plan:** Explain how many staff will work on the project and if those staff will need to be hired or if they are already in place.
9. **Budget and Spending Capacity:** Costs should be reasonable for the services and correspond to the number of persons to be served. The sample budget form (Exhibit C) should be used to create the proposal budget. Consultants may bill in hourly fees or via actual charges. If actual costs are preferred, for Salary and benefits, please state in values of what portion of FTE (full time equivalent) is proposed and at what salary and benefits rate. For example:
 - 1 FTE Case Manager @ \$42,000 salary + \$8,200 benefits = \$50,200
 - .5 FTE Supervisor @ \$61,000 salary + 10,900 benefits = \$35,950
10. **Unhoused Empowerment:** Explain how the agency involves and empowers people experiencing homelessness to participate in decision-making and project operations. Explain what efforts will be taken to incorporate unhoused people in the project? Explain how DEI will throughout the project. Are there persons experiencing or previously experienced homelessness on the agency's Board of Directors? Has the agency employed unhoused or previously unhoused individuals?

General Rules for Proposal Submission:

- All proposals submitted to HSD must include the following items:
 - Project Cover Sheet (2 pages) – Exhibit A
 - Narrative (for each category)
 - Budget (for each category)
 - All Attachments (one set for submittal)
- Proposals must be submitted by the due date/time. Both the paper copies & the emailed copy.
- Mail or Drop Off 5 paper copies.
 - NO STAPLES
 - COLORED SHEETS should be used to separate each section/attachment
 - Title each colored sheet

- Email Proposal to Amy Bickford, as 1 document. (if your organization needs to break up the file to email, it should be 2 files, one containing cover sheet/proposal narrative/budget and the second with all the attachments.
- Narrative should be no more than 7 pages.

Required attachments: (not included in page limit) These attachments are non-negotiable. If they are missing, you risk not being funded.

- Detailed Project/Program Budget (Exhibit C)
- Evidence of 501 (c) 3 status (if applicable)
- Copy of System for Award Management (SAM) Report
- Project Organizational Chart: For project only; show staff (either by name or by position title) involved in project
- Agency Organizational Chart
- Current List of the Board of Directors
- Federal Form 990 or equivalent
- Consultant Credentials (or resume) for key personnel involved in the project
- Agency Yearly Budget
- Recent A133 or the most recent audit
- Recent Income Statement
- Balance Sheet for the last three (3) years
- The recent statement of Cash Flows
- MWBE and/or DBE documentation

Proposals must be submitted to the below address by 4:00 p.m. June 7, 2022. All applicants must provide seven (5) copies of their proposal at the time of submission (please no staples) and email the proposal to Amy Bickford. 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. Proposals to be submitted to this address:

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

Project Evaluation Rubric – FY2020 Planning Grant

| | |
|----------------------|--|
| Organization's Name: | |
| Project Name: | |
| Project Category: | |
| Amount Requested: | |
| Cost Per Hour: | |
| Total Project Hours: | |

| | RFP REQUIREMENTS | | Mark if Meets (5 points) | Mark if Does Not Meet (0 points) | 50 Points Possible | Points Awarded |
|---|--|--|--|---|--------------------------------|---------------------------|
| 1 | Responsible Parties (Cover Sheet) | | | | 5 | |
| 2 | MWBE and/or DBE (Cover Sheet) | | | | 5 | |
| 3 | Proposal Completeness (all sections answered) | | | | 5 | |
| 4 | Attachments Completeness (all attachments provided) | | | | 5 | |
| 5 | Deadline (Complete project received by RFP deadline) | | | | 5 | |
| 6 | FINANCIAL AUDIT (Completed by DHS Auditors) | Exceeds (20 – 25) | Meets (11 – 19) | Below (0 – 10) | 25 | |
| | PROPOSAL NARRATIVE REQUIREMENTS | Exceeds Requirement (7-10 points) | Mostly Meets Requirement (4-6 points) | Below Requirement (0-3 points) | 100 Points Possible | Points Awarded |
| 1 | Scope of Work/Project Description | | | | 10 | |
| 2 | Outcomes | | | | 10 | |
| 3 | Measure of Success | | | | 10 | |
| 4 | Project Operation | | | | 10 | |
| 5 | Project Timeline | | | | 10 | |
| 6 | Project Deliverables | | | | 10 | |
| 7 | Experience & Knowledge | | | | 10 | |
| 8 | Staffing Plan | | | | 10 | |
| 9 | Budget & Spending Capacity | | | | 10 | |
| 10 | Unhoused Empowerment | | | | 10 | |
| | CONTRACT COMPLIANCE SCORE | Exceeds (14 – 20) | Meets (7 - 13) | Below (0 – 6) | 20 Points Possible | |
| 19 | If previously funded, how confident are you in their ability to manage contract/billings? If never funded, how confident are you in their ability to manage contract/billings? (Scale of 0-no confidence, to-25 highest level of confidence) | | | | 20 | |
| Total Points Available & Total Points Scored | | | | | 170 possible | |

Financial Capacity Rubric – Planning Grant Project

Organization's Name:

Project Name:

Required Attachments:

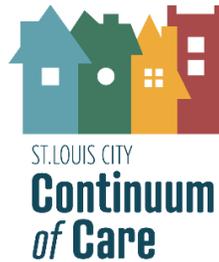
- | | | |
|---|---|---|
| <input type="checkbox"/> Evidence of 501 (c) 3 status <input type="checkbox"/> Recent Income Statement <input type="checkbox"/> Recent statement of Cash Flows <input type="checkbox"/> Current List of the Board of Directors | <input type="checkbox"/> Detailed Project/Program Budget <input type="checkbox"/> Federal Form 990 <input type="checkbox"/> Balance Sheet for last three years <input type="checkbox"/> Recent A133 or most recent audit | <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Agency Budget |
|---|---|---|

| | Questions | Exceeds Requirement (5) | Meets Requirement (3-4) | Below Requirement (0-2) | |
|-----------|---|-------------------------|-------------------------|-------------------------------|-------------------|
| 1 | Is the agency's budget complete and without error? | | | | 5/5 |
| Comments: | | | | | |
| 2 | Was the Agency's A-133 or financial statements without Material weakness or deficiency? (If applicable) | | | | 5/5 |
| Comments: | | | | | |
| 3 | Does the organization's most recent Income Statement ratios show that the agency is on solid financial footing? | | | | 5/5 |
| Comments: | | | | | |
| 4 | Does the organizations last three years of balance sheets show a stable financial picture? | | | | 5/5 |
| Comments: | | | | | |
| 5 | Does the organization's Statement of Cash flows show positive ratios? | | | | 5/5 |
| Comments: | | | | | |
| | | | | Total Points Available | 25 |
| | Total Up Each Column, then sum the columns in "Final Total Score" box to the right. | Column Total | Column Total | Column Total | Final Total Score |

Financial Capacity:
 Exceeds Requirement (20-25),
 Meets Requirement (11-19),
 Below Requirement (0-10)

Acceptable Score Range:

Risk Score Explanation:



OUR MISSION STLCOC is a broad-based partnership to prevent people within the community from becoming homeless and to find ways to end homelessness. Through interagency collaboration coordination and collaboration, STLCOC will provide homeless people with effective services, and help them obtain affordable housing. STLCOC shall serve in a collaborative capacity to the Division of Homeless Services of the Department of Human Services (“DHS”) of the City of St. Louis (the “Collaborative Applicant”).

OUR VISION The St. Louis City Continuum of Care leads effective partnerships that prevent and end homelessness so that immediate resources are available, and everyone has a place to call home.

WE BELIEVE *...that including all voices in our work is necessary to shape solutions that are grounded in individual rights, shaped by our pursuit of equity, acknowledging our own bias, and made stronger through our collaboration.*

This means that persons with lived experience are central to how the community designs service delivery and the system itself represents the diversity of the community not just in demographics, but in culture, opinion, and experience. This means that services and the system of care must embrace the intrinsic value of each person regardless of history, experience or circumstance. Furthermore, given the inequities experienced by marginalized groups such as people of color, the system of care and services must not discriminate in access or equity of services.

...because of our collective intellect and expertise, innovation is possible to create an accessible, navigable, efficient and effective homeless response system.

This means that success in the implementation of meaningful solutions is a product of our partnerships and that ending homelessness is possible. The community embraces new ideas, methods and products in the pursuit of addressing homelessness.

...when persons in need seek our care, they will experience, compassion, dignity, and choice. Their path through our homeless response system will be centered on their individual needs, empowered by our person-centered, trauma informed, housing first coordination of care.

This means that:

- Barriers to services are removed so that people with complex and co-occurring issues can be quickly identified and have rapid access to the services they need;
- There are no housing readiness requirements for services;
- There is self-determination and client choice;
- There is a recovery-orientation to service delivery;
- Individualized and client directed supports are offered; and,
- Social and community integration is a goal of service delivery.

...that we are the stewards of an accountable system of care and will openly and transparently utilize data as evidence to inform, respond, and continuously improve.

This means that there is trust between the community, service providers, local government, and the Continuum of Care leaders and members. It also means that there is transparency in decision making, service delivery, outputs, outcomes, and data. There is a desire for mutual accountability across parties involved in homelessness in St. Louis, with a focus on results. Not every new idea, method or product is going to work out as planned, and the community believes that taking risks and failing is part of the process of improving.



2021 Committee Descriptions

*NOTE: Due to the Coronavirus Pandemic all meetings are being held virtually.
Check CoC Basecamp announcements regularly for meeting login information*

| Committee Name | Description of Committee |
|-----------------------------------|---|
| Advocacy Committee | This committee assists with communicating and educating the public about issues pertaining to homelessness; advocating for our unhoused neighbors and ensuring that the voices of those with lived experience is heard and considered in CoC programs and decision-making, that all homeless populations are fairly represented in programs, and that all CoC activities are transparent. |
| Coordinated Entry Committee | This committee evaluates and makes recommendations for policies and procedures to ensure that the St. Louis City Coordinated Entry System is efficient, effective and user friendly. The committee also determines critical data collection points and ensures that providers in the community are trained on the Coordinated Entry System and data collection. The committee educates the community around access to housing and services. |
| Governance & Membership Committee | This committee recommends updates to the CoC Charter and other governance rules, structure, and procedures. The committee is also charged with recruiting and retaining a diverse membership base, ensuring member orientation, presenting a slate of officers and members to the CoC Board, and overseeing elections. |
| HMIS Committee | This committee sets HMIS standards consistent with HUD Data Compliance requirements, reviews and updates the HMIS policy and procedure manual annually, ensures that the CoC is educated and informed about the contents of the manual, and ensures that ample training is provided to service providers. The committee also sets HMIS policy and procedures for program types according to HUD guidelines, outlines data elements that must be collected and timelines for entry, and monitors effectiveness of HMIS services. This committee also leads process for selecting HMIS vendors. |
| Program Performance Committee | This committee ensures a formal, transparent process to rank and prioritize all new projects seeking support through HUD CoC or ESG funding, advises whether each project meets basic criteria, and ranks projects based on established criteria. This committee also evaluates individual CoC and ESG program performance and develops protocols for reallocating HUD CoC funding. |
| Service Delivery Committee | This committee evaluates available services for homeless populations and creates systematic approaches to address identified gaps or inefficiencies. This committee recommends a set of program standards and guidelines for CoC program types and services for special populations. This committee helps to build formal partnerships with mainstream services and sector partners whose missions and client base align with the CoC. |
| System Performance Committee | This committee monitors system-wide data collection and performance measures. This committee analyzes system gaps and trends, recommends priorities, and promotes a regional approach to addressing homelessness. This committee also oversees the annual point-in-time (PIT) count and reviews the Housing Inventory Count (HIC) prior to submission to HUD. |