

## **House Everyone STL**

### **Request for Proposals (RFP) for Planning Grant Funds**

**Proposals due by email to [Samantha.stangl@houseeveryone.stl.org](mailto:Samantha.stangl@houseeveryone.stl.org) by Friday October 20<sup>th</sup> at 4 p.m. CST**

House Everyone STL (HESTL) was awarded funds by Department of Human Services of the City of St. Louis (DHS) in the FY2021 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. 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.

The St. Louis City Continuum of Care (CoC) is a coalition of agencies and stakeholders dedicated to addressing homelessness and housing insecurity with viable solutions to end the cycle. The CoC has numerous statutory and programmatic duties and responsibilities to oversee the CoC system of care and the individual programs that make up that system. Furthermore, the CoC is responsible for ensuring strategic allocation of resources that best advance the mission of reducing the impact of homelessness and housing instability in the community.

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.

#### **Intended Purpose of this RFP**

HESTL is seeking experienced individuals/agencies that can help evaluate, train, and support the homeless services response system for the City of St. Louis on a variety of topics detailed below.

#### **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.

#### **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 CoC Planning Grant funding to be allocated for Various Planning and Evaluation Activities. The following terms will apply: • Grant Term approximately 2-3 months, which will be start ASAP and must be completed by December 31, 2023.

### **Grant Disbursements and Billing**

Grants are reimbursable on a monthly or bi-monthly billing cycle. Receipts for approved budget line items are submitted with monthly billing. Non-approved line items will not be reimbursed.

### **Scope of Work**

The requested scope of work centers around three core activities, defined below. Qualified individuals/agencies are welcome to apply in one or multiple categories. Submissions should provide anticipated deliverables and relevant qualifications for each requested category.

- Quantitative Data Analysis
  - Utilizing existing data sets and in collaboration with data providers such as the HMIS lead, evaluate service gaps, racial disparities, and conduct additional deeper analysis into the current homeless response system. Produce findings reports, recommendations for system improvement opportunities, and produce data visualizations as needed. Present findings to the CoC, community leadership, and targeted partners.
- Focus Groups/Qualitative Data Analysis
  - Conduct focus groups and identify engagement opportunities with community members who have recently experienced homelessness. Focus groups should identify service gaps, opportunities for system improvement, and current system strengths. Scope of work should also identify ways in which leaders with lived experience can lead or participate more effectively in system improvement discussions.
  - Conduct focus groups with CoC members, front line workers, and community leaders to understand the limitations and system impact of utilizing the current shared communication tool Basecamp. Research other membership support software and recommend other software providers to improve system functioning.
- Trainings to Support Service Providers and Leadership
  - Create and execute trainings designed to build capacity for homeless service providers including but not limited to one training regarding shelter best practices, one training regarding administrative best practices, and one training regarding coordinated entry best practices.
  - Create and execute trainings for CoC and ESG providers including but not limited to one training regarding operations and policy best practices and one training regarding coordinated entry best practices.

### **Selection Considerations**

In addition to the Proposal Requirements noted above 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, its 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.
- Fees or fee structure for work performed and the applicant's ability to provide solid fiscal accountability to the project.

### **Termination Rights**

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 HESTL against any loss caused by said abandonment