CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES

HOMELESS SERVICES DIVISION

FY2027

STATE OF MISSOURI
DOMESTIC VIOLENCE EMERGENCY SHELTER FUNDING

REQUEST FOR PROPOSALS
(RFP)

Release Date: October 16, 2026
Due Date: November 5, 2026, 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) is issuing a Request for Proposals (RFP) for the following:

2027 Domestic Violence Shelter Funds

Proposals will be accepted for Domestic Violence Emergency Shelter providers that meet the criteria as defined throughout this Request for Proposals**.**

Beginning **October 16, 2026** RFP packets will be available for pick-up at the Homeless Services Division or at the following website: https://www.stlouis-mo.gov/government/procurement/

QUESTIONS ABOUT 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.
- Amy Bickford is the dedicated contact person. No contact with any other Selection committee member is permitted.
- Questions should be submitted in writing on or before **October 30, 2026** 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

Proposals not received by 4:00 p.m. November 5, 2025, may lose points when reviewers score proposals, and may not be considered by the Selection Committee.

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. 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 HSD ensures an efficient homeless services system for funding the most efficient and effective programs, reducing duplication of services and increasing innovative program design.

FUNDING SOURCE & AUTHORITY

Missouri State law, at RSMo Section 488.445, authorizes the governing body of any county or city not within a county, by order or ordinance may impose a fee upon the issuance of a marriage license and may impose a surcharge upon any civil case filed in the circuit court. The proceeds of which only can be expended to provide financial support to shelters for victims of domestic violence.

In accordance with RSMo Section 488.445, the City Code, Chapters 5.53 imposes a surcharge of $2.00 upon any civil case filed in the Circuit Court. Surcharges are to be payable to the Treasury of the City. Per City Code Chapter 5.66, a fee of $5.00 is imposed on the issuance of marriage licenses, as collected by the Recorder of Deeds at the time the license is issued.

Per City Code 5.53.020 and 5.66.030, the Department of Human Services is hereby designated as the authority to request proposals for funding under this chapter, and all such proposals shall be submitted in accordance with state law and City ordinances, and is designated as the appropriate authority to administer the allocation and distribution of the funds to shelters for victims of domestic violence.

AMOUNT OF FUNDS AVAILABLE	**~ $90,000**

COMPENSATION

Per RSMo 455.215, payment to shelters selected for funds shall be paid twice annually, on the first day of January and the first day of July of the years following the year in which the application is filed. Under this RFP, organizations funded will require submitting an invoice for payment in January and July of 2027, and payment will then be processed to the organization. This statue will operate much like the Homeless Services Division's Advance Policy.

While the City will make compensation provided at the dates listed above, the subrecipient will be required to submit to DHS a monthly report, showing expenditures against the advance payment provided and a programmatic report.

QUALIFICATION CRITERIA

The following criteria are documented in the Missouri State statute. DHS will ensure the following qualifying criteria are met in order to award funds to any organization.

Organizations:

1. Shall be incorporated in the state of Missouri as a nonprofit corporation;
2. Have trustees and/or board members who represent the racial, ethnic and socioeconomic diversity of the community to be served, at least one of whom must possess personal experience in confronting or mitigating the problems of domestic violence;
3. Receive at least twenty-five percent of its funds from sources other than funds distributed pursuant to any funds awarded under this RFP. These other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services;
4. Provide residential services or facilities for children when accompanied by a parent, guardian, or custodian who is a victim of domestic violence and who is receiving temporary residential service at the shelter;
5. Require persons employed by or volunteering services to the shelter to maintain the confidentiality of any information that would identify individuals served by the shelter and any information or records that are directly related to the advocacy services provided to such individuals;
6. Inform individuals served by the shelter of the nature and scope of the confidentiality requirements prior to providing any advocacy services; and,
7. Does not discriminate in its admissions or provision of services on the basis of race, religion, color, age, marital status, national origin, or ancestry.

FUNDING PRIORITY

The Missouri Statute has very specific outlined funding priorities, should there be enough funds to fund multiple domestic violence shelters or should there be multiple applications. These criteria, as outlined in the statute will be used in making any funding priorities during the City's selection committee process.

Funds shall be awarded in the following priority:

- To shelters in existence on August 13, 1982;
- To shelters offering or proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, financial, educational, vocational, child care services and legal services;
- To other facilities offering or proposing to offer services specifically to victims of physical domestic violence;
- To other qualified shelters.

ELIGIBLE EXPENSES

Emergency shelters that provide emergency shelter access and services to victims that are fleeing domestic violence, dating violence, stalking and human trafficking are eligible to apply for funding under this RFP. Funds may be used for any of the operations expenses required to operate an emergency shelter and/or to provide any services to shelter occupants. While the list below isn't exhaustive, this is a guideline for organizations to align with in building a budget request.

Eligible expenses:

- Operations of an emergency shelter to include maintenance, rent/lease of space, security, equipment needs, purchase of furniture, furnishings, supplies, food, utilities, insurance, etc.
- Expenses in providing essential services to shelter occupants, such as the following:
    - Case management;
    - Child Care;
    - Education services;
    - Employment assistance and job training services;
    - Legal services to include helping a shelter occupant through their domestic violence cases;
    - Expenses for providing life skills training;
    - Mental Health Services;
    - Substance Abuse treatment services,
    - Transportation provision;
    - Other services required to help victims overcome their situations.

MONTHLY & YEAR – END PROGRAMMATIC REPORT

The Homeless Services Division will require monthly reports to ensure programmatic data are being recorded in a database, where confidentiality is upheld. Per the Missouri Statute, organizations must also provide a Year – End Programmatic Report on or before March 31st of the year following the year in which funds were received

and utilized. No information in the Monthly or Year – End Programmatic Reports shall identify any person served by the shelter or enable any person to determine the identity of any such person.

The Monthly and Year – End Programmatic Reports shall include:

- Statistics and demographics on the number of persons served by the shelter (shelters may use the HMIS CAPER report to meet this requirement);
- Exit destination for clients which exited the facility during the report time which includes if the destination is to permanent, temporary housing or other housing destination, and if the client returned to the perpetrator of the abuse;
- Relationship of the victim of domestic violence to the abuser;
- The number of referrals made for the following services:
  - Medical
  - Psychological
  - Financial
  - Educational
  - Vocational
  - Child Care
  - Legal Services
- Results of the organization's annual independent audit;

CONTRACT TERM

Domestic Violence Emergency Shelter contracts will be for a **Grant Term of One year**, starting on January 1, 2026 and ending on December 31, 2026. If this is not preferrable to an organization that is selected for funding, the organization can make a request to the Chief Program Manager during the budget negotiation phase.

MATCH & ADMINISTRATION

While match is not required under this RFP, organizations that include a 50% match or more to their budget request will be considered more strongly for funding. Organizations may include administration in their budget not to exceed ten percent (10%) of the total budget request.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act (VAWA) is a federal law that, in part, provides housing protections for people applying for or living in units subsidized by the federal government who have experienced domestic violence, dating violence, sexual assault, or stalking, to help keep them safe and reduce their likelihood of experiencing homelessness. See **Exhibit C** for more details.

APPLICATIONS

Complete application packets must be submitted, electronically to hsd-proposals@stlouis-mo.gov, in two attachments. The email subject line needs to state **"FY2027 DV PROPOSAL ATTACHED."**

1. First document should contain **Cover Sheet** (Exhibit E), **Project Scope of Work** (Exhibit F) and **Budget** (Exhibit G). Budget should be entered into the spreadsheet document that can be downloaded from the City's website where the RFP is posted.

2. Second attachment should include all of these attachments. These attachments are non-negotiable. If they are missing, you risk not being funded. Please provide a colored title page between each attachment. If you don't have one of the attachments on the colored title page, include a statement as to why that item isn't being submitted.

    - Detailed Project/Program Budget (Exhibit C)
    - State of Missouri Incorporation Documentation
    - Evidence of 501 (c) 3 status (if applicable) with incorporation document in the State of Missouri
    - Copy of System for Award Management (SAM) Report
    - Organizational Chart
    - Current List of the Organization's Trustees and/or Board of Directors
    - Federal Form 990 or equivalent
    - One letter of support
    - Support letter from an Alderperson for the ward where the shelter is located
    - Resumes / CV's for Executive Director, Senior Leadership and Grant Manager or Accountant
    - Job Descriptions for Staff Positions that will word directly with shelter participants
    - 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 (optional)

REVIEW & SELECTION PROCESS

Proposal Review Process: The CoC Board and/or their designees may participate in the proposal review process and may 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 Professional Services Agreement (PSA) Committee.

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.

Proposals will be evaluated according to the following process:

1. The first phase will involve a review of the proposals by the Homeless Services Division (HSD) for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes scoring rubrics (**Exhibit H & I).** Copies of proposals will be sent to the Continuum of Care's Board or their designee for review.

2. The second phase will involve the evaluation of the proposal's merits by each City Selection Committee member independently.

3. The third phase will be a meeting of the Selection Committee where each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP.

4. 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.

At its discretion, the PSA committee may conduct interviews/ presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the City of any additional factors that may be relevant to their decision. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

ADDITIONAL SELECTION CONSIDERATIONS

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 principals, project manager, and key staff.
- Ability of the agency to provide innovative solutions
- Approach to the project and any unusual problems anticipated.
- 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.
- The availability of financial and operating resources of agency to complete the work as required.
- Proximity of the agency to the City.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Other items that arise as the result of the proposal or interview.

Additionally, for Emergency Solution Grant funds, the following will be considered with respect to proposals received:

- Preference for applicants that are active members of the St. Louis City Continuum of Care.
- 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 extent to which the proposed project fills a gap in the community's CoC.
- The efforts by the applicant to address the needs of people experiencing homelessness through community collaborations and partnerships.
- The ability to track clients through the progression of services being provided.
- The extent to which the applicant leverages resources.
- The applicant's ability to provide solid fiscal accountability to the project.
- The applicant's plans to involve and empower people experiencing homelessness to participate in decision-making and project operations.

RFP TERMS & 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 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 must not take place in a building not 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.

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

INSURANCE

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.

EXHIBITS

Exhibit A: Proposal Cover Sheet, pages 14 - 16

Exhibit B: Scope of Work, pages 17 - 20

Exhibit C: SAMPLE BUDGET – EXCEL DOCUMENT ON WEBSITE, page 21

Exhibit D: VAWA Information & VAWA Lease Addendum, pages 22 - 26

Exhibit E: Project Evaluation Scoring Rubric, page 27

Exhibit F: Financial Capacity Scoring Rubric, page 28

EXHIBIT A

City of St. Louis – Homeless Services Division
FY2026 DOMESTIC VIOLENCE FUNDS
REQUEST FOR PROPOSALS (RFP)

PROPOSAL COVER SHEET & SUBMISSION INSTRUCTIONS

Organization Name	
Project Name	
Project Address:	
Organization Address (if different)	
Organization Telephone	
Organization Fax #	
Organization Website	
Organization UEI (Unique Entity Identification) #	
ORGANIZATION'S RESPONSIBLE PARTIES	
Executive Director Name	
Executive Director Email	
Executive Director Telephone #	
Program Lead or Manager Name & Title	
Program Lead Email	
Program Lead Person #	
Finance/Accounting Lead Person Name & Title	
Finance/Accounting Lead Person Email	
Finance/Accounting Lead Person Telephone #	
Case Manager Lead Name & Title (responsible for attending WHAMM)	
Case Manager Lead Person Email	
Case Manager Lead Person Telephone #	
Main Contact Person for this RFP Name	
Main Contact Person for this RFP Email	
Main Contact Person for this RFP Telephone #	

SELECT WHICH COMPONENT APPLICANT IS APPYING FOR. An agency may request funds from multiple components, but MUST provide separate cover sheet, narrative and budgets for each component.

	COMPONENT TYPE	AMOUNT REQUESTED
☐	Emergency Shelter Operations	

EXPECTED MATCH AMOUNT & SOURCE. While Match is not required for Domestic Violence Funding, organizations that include a 50% match or more to their budget request will be considered more strongly for funding. If Organization will be providing match please outline source and amount below.

	MATCH SOURCE	MATCH AMOUNT
☐	Federal Funds	
☐	State Government Funds	
☐	Local City Government Funds	
☐	Private Funds	
☐	Other - List here:	
☐	Program Fees:	
☐	Program Income	
☐	Non-Cash Value Match (In-Kind)	
	Total Match Amount	

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

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

Does the organization have offices in the City of St. Louis? Yes ☐ No ☐

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)?

☐ Yes ☐ No

Does Organization agree to submit the Monthly and Year-End Programmatic Reports, as outlined in the RFP?

☐ Yes ☐ No

Current Agency Funding Sources:
Provide all Federal sources of funding the 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:			

PROPOSAL SUBMISSION INSTRUCTIONS:

Proposals must be submitted, electronically to **hsd-proposals@stlouis-mo.gov**.

Email Proposal, as 2 documents

1. First document should contain **Cover Sheet, Project Scope of Work and Budget.**
2. Second attachment should include all of the **attachments.**
3. The email subject line needs to state "FY2026 DV PROPOSAL ATTACHED."

A complete proposal consists of the following:

- Project Cover Sheet (3 pages) -EXHIBIT A
- Project Scope of Work Document – EXHIBIT B
- Budget – EXHIBIT C
- All Attachments as listed below

Required attachments These attachments are non-negotiable. If they are missing, you risk not being funded.

- Detailed Project/Program Budget (Exhibit C)
- State of Missouri Incorporation Documentation
- Evidence of 501 (c) 3 status (if applicable)
- Copy of System for Award Management (SAM) Report
- Organizational Chart
- Current List of the Board of Directors and/or Trustees
- Federal Form 990 or equivalent
- One letter of support
- Support letter from an Alderperson for the ward where the shelter is located
- Resumes / CV's for Executive Director, Senior Leadership and Grant Manager or Accountant
- Staff Job Descriptions for Staff working directly with shelter participants
- 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

Scope of Work
FY2026 Domestic Violence ES Funds

Subrecipient/Organization Name:

Project Type/Name:

This document should provide for the City of St. Louis the project overview, deliverables, and expected outcomes and will be a part of the executed contract between the City of St. Louis and the Subrecipient.

NOTE: In the box, place your response and remove what's currently in the box.

Amount Requested	# Shelter Beds	Adult Occupancy (at a time)	Children Occupancy (at a time)	# of Households Projected to be Served in 2026

Nonprofit Incorporation	Is your nonprofit organization incorporated in the State of Missouri? Yes No Was the organization incorporated prior to August 13, 1982? Yes No What is the organizations incorporation date?
Board Member Representation	Total Number of Board Members and / or Trustees: Number of representatives that are American Indian or Alaskan Native: Number of representatives that are Asian: Number of representatives that are Hispanic or Latino: Number of representatives that are Native Hawaiian or Other Pacific Islander: Number of representatives that are White, non-Hispanic:

	Number of representatives that identify "Other" or "Unknown": Number of representatives that have lived experience of domestic violence: Number of representatives that have lived experience of homelessness:
Prior Year Client Representation	Total Number of Clients Served: Number of clients that are American Indian or Alaskan Native: Number of clients that are Asian: Number of clients that are Hispanic or Latino: Number of clients that are Native Hawaiian or Other Pacific Islander: Number of clients that are White, non-Hispanic: Number of clients that identify "Other" or "Unknown":
Other Organizational Funds	If this proposal is funded, what percentage of the total annual budget would this contribution be? List the top three to five sources of funding the organization receives.
Organization's Mission / Vision	What is the organization's mission statement? What is the vision of the organization? What are the primary strategic goals the organization is working towards?
Contract Term	Does the organization agree to a one-year contract term? Yes No Does the organization agree to a contract term of January 1, 2026 – December 31, 2026? Yes No If not please explain further:
Staff	Provide a brief narrative about the requirements for staff hired by the organization. What training is offered to staff? How many employees make up the organization and share any other details about staff, their expertise, and qualifications.
Confidentiality	Does the organization require employees and volunteers to maintain the confidentiality of any identifying information of shelter occupants? Does the organization have a policy and procedure to inform shelter occupants of the nature and scope of confidentiality requirements prior to providing any advocacy services? Please explain in detail.

Eligibility	Who is eligible for participation in the organizations shelter and services?
Children	Are children allowed to stay in the shelter? Yes No Does the organization provide services specific to the children in the shelter? Yes No What services are provided in the shelter for children?
Persons Excluded	Does the organization exclude admission or services to anyone on the basis of race, religion, color, age, marital status, national; origin or ancestry? Yes No Are there any persons that would be excluded from admission and/or services to the organizations shelter? Yes No Please explain:
Unhoused Empowerment	How does the organization bring in the views, lived experience, and or participation of the unhoused community? How will the project empower and lift up the voice of the unhoused? How does the organization make space for feedback and grievance filing of shelter participants?
Intake	Explain how people are referred to the shelter? Explain what intake looks like for the project? Who/how staff accept/deny referrals to the shelter?
Client Goal	Explain what the individual goal is for clients or how will client lives be improved? How does the project promote exits to permanent housing? What is the projects permanent housing exit goal?
Case Management & Services	Explain what case management will be involved in the project? How will clients be connected to services. Are services provided onsite or off site? Explain the most common offered services or referrals that are made to services?
Partnerships	What partnerships does the organization have with other community partners? What benefit do those partnerships bring to the organization and/or the clients served?
VAWA	Explain what changes in policies have occurred in the organization to comply with the Violence Against Women Act and explain what the organization's responsibilities are to comply?

Project Abstract / Summary

Add a detailed Project Summary for each activity.

Contact Information

Project Point of Contact	**Financial Point of Contact**
Name:	**Name:**
Phone:	Phone:
Email:	Email:

Note: See Request for Proposal (RFP) document for submission requirements.

DHS Approval Signature/Date:

Exhibit C – sample only

Download Excel Worksheet

Agency:

Prepared By:

Date Prepared:

FY2022 Emergency Shelter Budget

Eligible Cost	Quantity AND Description	Request	Match	Total Budget
Essential Services				
	Total Essential Services Budget			
Operations				
	Total Operations Budget			
Total Project Budget				

Executive Director/CEO/Administrator	Homeless Services Division Program Manager
Date	Date

Exhibit D

VAWA Requirements for CoCs, CoC Recipients, and ESG Recipients

Background and purpose

The Violence Against Women Act (VAWA) is a federal law that, in part, provides housing protections for people applying for or living in units subsidized by the federal government who have experienced domestic violence, dating violence, sexual assault, or stalking, to help keep them safe and reduce their likelihood of experiencing homelessness. VAWA applies to many HUD programs, including the Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Programs. More information is available on HUD's VAWA page.

The VAWA Reauthorization Act of 2022 (VAWA 2022) both renewed and expanded VAWA's protections for people fleeing domestic violence, dating violence, sexual assault, and stalking. VAWA 2022 also amended the McKinney-Vento Homeless Assistance Act to add a new eligible CoC Program activity related to facilitating emergency transfer requests and monitoring compliance with VAWA confidentiality provisions. More information is available in HUD's "Housing Provisions of the Violence Against Women Act Reauthorization Act of 2022" letter to CoC and ESG recipients.

This document provides an overview of requirements under VAWA 2022 that apply to CoCs, CoC recipients, and ESG recipients. These requirements provide housing and confidentiality protections to victims of domestic violence, dating violence, sexual assault, and stalking who apply for or reside in housing funded by the CoC or ESG Programs. Certain protections also apply to victims who apply for or reside in CoC- or ESG-funded shelters or safe havens.

Covered housing providers

A covered housing provider (CHP) is an individual or entity under a covered housing program (including but not limited to the CoC and ESG Programs) that is responsible for administration and/or oversight of VAWA protections. It includes:

- Public housing authorities
- Sponsors
- Property owners
- Mortgagors
- Managers
- State and local governments and agencies thereof
- Non-profit and for-profit organizations and entities

It is possible to have more than one CHP in a given situation; depending on the VAWA duty or responsibility to be performed by a CHP, the CHP may not always be the same individual or entity.

For more information about CHPs, including program-specific regulations for each covered housing program, refer to 24 CFR Part 5, subpart L.

Compliance date

VAWA 2022 added to, and did not replace, the existing VAWA housing protections for survivors. CHPs must continue to provide VAWA protections as provided by law. To the extent that you do not already have VAWA policies in place, you should implement changes immediately.

Many of VAWA 2022's amendments took effect on October 1, 2022, including each of the protections detailed in this document. Certain elements of VAWA 2022 implementation require further rulemaking

from HUD. HUD will publish regulations and further guidance to inform CHPs about complying with VAWA 2022 as implementation proceeds.

Requirements

Notification of rights

Every person who applies for or receives assistance must be informed of their full rights under VAWA to ensure they have the knowledge required to exercise them. The recipient or subrecipient must provide this information at the following times, at minimum:

- When an applicant is denied admission to a permanent or transitional housing program (CoC) or denied rental assistance (ESG)
- When an applicant is admitted to a permanent or transitional housing program (CoC) or begins receiving rental assistance (ESG)
- When a tenant receives notification of eviction (CoC and ESG)
- When a tenant is notified their assistance is ending (CoC and ESG)

Confidentiality

Any information submitted to a CHP in response to a VAWA requirement or provision, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, is confidential information. Confidential information must be maintained in strict confidence by the CHP, meaning:

- The CHP shall not allow access to confidential information to any of the parties listed below unless explicitly authorized by the CHP for reasons that specifically call for access to this information under applicable Federal, State, or local law. The parties are:
  - Any employee of the CHP
  - Any individual administering assistance on behalf of the CHP (e.g. contractors)
  - Any employee of a contractor

- The CHP cannot enter confidential information into any shared database (including but not limited to a CoC's Homeless Management Information System, also called HMIS) or disclose confidential information to any other entity or individual except to the extent the disclosure is
  - Requested or consented to in writing in a time-limited release by the individual who submitted the confidential information
  - Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered housing program
  - Otherwise required by applicable law

For more information about confidentiality provisions, requirements, and liability under VAWA for CHPs, refer to 24 CFR 5.2007(c).

Denial and Termination of Assistance

Housing projects

If an applicant or tenant otherwise qualifies for assistance from a CoC- or ESG-funded housing project, they cannot be denied admission to, denied assistance under, terminated from participation in, or evicted from housing on the basis or as a direct result of the fact that they are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Additionally, a tenant may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly related to domestic violence if either of the following are true:

• The criminal activity is perpetrated by a member of the tenant's household or any guest under their control; or
• The tenant or an affiliated individual of the tenant is the victim or threatened victim of that criminal activity

An incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking cannot be considered either of the following:

• A serious or repeated lease violation *if the lease was executed while the tenant was enrolled in a CoC- or ESG-funded housing project*;
• Good cause for terminating the assistance, tenancy, or occupancy rights provided by the CoC or ESG Program to a victim or threatened victim of such incident

Other CoC- and ESG-funded projects

If a project applicant or participant otherwise qualifies for assistance from any other CoC- or ESG-funded project, including but not limited to CoC-funded safe havens and ESG-funded emergency shelters, they cannot be denied admission to, denied assistance under, terminated from participation in, or evicted from the project on the basis or as a direct result of the fact that they are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Leases and Occupancy Agreements

Foundational requirements

The leases, subleases, or occupancy agreements of applicants and tenants assisted under the CoC or ESG Programs must include addendums detailing the relevant VAWA protections. These addendums may (but are not required to) be written to expire when the participant is no longer receiving the assistance (CoC and ESG).

If CoC recipients and subrecipients enter a contract or lease with a landlord, the contract or lease must include information about the protections afforded by 24 CFR part 5, subpart L, and a requirement for the landlord to include the appropriate addendums in all participants' rental agreements. This contract between the recipient or subrecipient and the landlord is required when a participant will be receiving tenant-based rental assistance.

Most leases, subleases, and occupancy agreements that secure housing for a CoC Program tenant must allow the agreement to be terminated without penalty as part of an emergency transfer.[11] This is currently a requirement for project- and sponsor-based rental assistance but not for tenant-based rental assistance. This may be updated by future regulations. For more information, refer to the CoC Program interim rule, section 578.99(j)(5)(iii).

Lease bifurcation

At the survivor's request, a CHP may bifurcate a lease or remove a household member from a lease to evict, remove, or terminate assistance to a household member who engages in criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking against the household member, an affiliated individual, or another individual.

Lease bifurcation and removal cannot result in evicting, removing, terminating assistance to, or otherwise penalizing a victim of the criminal activity discussed in this section who is also a tenant or lawful occupant.

After lease bifurcation or removal in a tenant- or project-based rental assistance project, rental assistance and any utility assistance must continue for tenants remaining in the unit (CoC and ESG). In addition:

• For CoC PSH participant households where the removed party was the only household member who met the project's chronic homelessness eligibility criteria, the remaining household members are eligible for continued assistance through the end of their current lease term;

• For all other CoC participant households: the remaining household members are eligible for continued assistance.

Emergency transfer plans

All CoCs and ESG recipients must develop an emergency transfer plan (ETP). An ETP is a written policy that defines the process allowing victims of domestic violence, dating violence, sexual assault, and stalking to request and receive a transfer from their current, unsafe unit new, safe unit.

The CoC and ESG Programs each identify different entities as responsible for developing an ETP:

• *CoC*: the CoC is responsible for developing an ETP covering the CoC's entire service area

• *ESG (non-statewide recipient):* the ESG recipient is responsible for developing an ETP covering the recipient's entire service area

• *ESG (statewide recipient):* the ESG recipient may, at its discretion, either:

Develop an ETP that covers the recipient's entire service area; or,

Require subrecipients to develop one or more ETPs that, together, cover the recipient's entire service area.

HUD anticipates releasing ETP-specific resources as it continues its VAWA 2022 implementation. More information about ETPs can be found in 24 CFR 5.2005(e), the second session in the VAWA 2022 Foundations for CoC and ESG webinar series, and the second session in the VAWA and Survivor Housing Community Conversations webinar series.

Forms and additional resources

More information about HUD's implementation of VAWA under the CoC and ESG Programs can be found on HUD's VAWA page.

HUD's VAWA forms are currently undergoing revision and renewal. All of the requirements and information associated with these forms are contained in 24 CFR Part 5, Subpart L. When they are available, updated versions of these forms will be posted on HUD's VAWA page. The forms in question are:

• Form HUD-5380, Notice of Occupancy Rights under VAWA

• Form HUD-5381, Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

• Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

• Form HUD-5383, Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

HUD anticipates posting the updated forms in English, Spanish, and other languages.

LEASE ADDENDUM

VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005

TENANT	LANDLORD	UNIT NO. & ADDRESS

This lease addendum adds the following paragraphs to the Lease between the above referenced Tenant and Landlord.

Purpose of the Addendum

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

Conflicts with Other Provisions of the Lease

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

Term of the Lease Addendum

The effective date of this Lease Addendum is _____. This Lease Addendum shall continue to be in effect until the Lease is terminated.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

_____ _____
Tenant Date

_____ _____
Landlord Date

Exhibit E

Programmatic Evaluation – FY 2026 DV RFP Reviewer Number:_____

Organization's Name:		**Amount Requested:**	

	RFP COMPLETENESS REQUIREMENTS	Total Points Possible	Check if Met / Provided	Points Scored by Reviewer
1	Cover sheet, Scope of Work & Budget included	4		
2	State of Missouri Incorporation Documentation included (Additional 5 points if incorporated prior to 8/13/1982)	5 5-BONUS		
3	Evidence of 501©3 status included	1		
4	Copy of SAM report included	1		
5	Organizational Chart included	1		
6	Current List of Board of Directors included (1 point if included – 5 if includes person with homeless and/or DV lived experience noted)	1 4-BONUS		
7	Federal Form 990 or equivalent included	1		
8	One letter of support	2		
9	Support letter from an Alderperson for the Ward	2		
10	Resume's/CV's included for Executive Director, Senior Leadership and Grant Management/Accountant	2		
11	Staff Job Descriptions for staff working directly with shelter participants	2		
	Financial Documents (Are Yearly Budget, A133/Audit, Income Statement, Balance Sheet for 3 years and Statement of Cash Flows included?)	5		
12	MWBE / DBE Documentation (Bonus if provided)	5 - BONUS		
13	**REPRESENTATION** - Comparison of Board Member Representation and Prior Year's Client Representation (On a scale of 1 – 10, how representative is the Board in comparison to the client representation, where 10 is highly representative and 1 is not representative at all?)	10		
14	**DIVERSIFIED FUNDS** - What percentage of the annual budget would this proposal request make up (For full points of 5 points, should be 25% or under)	1		
15	**CONTRACT TERM** - Organization agrees to 1-year contract term with a 1/1/2026 start date? (1 point if yes, 0 points if no)	1		
16	**QUALIFIED STAFF** – How well are the questions answered, and based on the narrative do staff appear to be well trained experts with high qualifications?)	5		
17	**CONFIDENTIALITY** – Does it appear from the questions answered and the narrative that confidentiality is taken seriously?	5		
18	**ELIGIBILITY** – Does the narrative explain eligibility well and does the eligibility requirements make sense for a DV shelter?	2		
19	**CHILDREN** – Are concerns of the children in the shelter well provided for?	10		
20	**PERSONS EXCLUDED** – Does this narrative make sense. If there are concerns with persons being excluded from shelter/services, rate a 0.	2		
21	**PARTICIPANT EMPOWERMENT** –Rate according to how well the organization incorporates lived experience into all aspects of the organization. DV and/or Homelessness	15		
22	**INTAKE**– Rate narrative based on access and how well access and intake are thought out.	2		
23	**PARTICIPANT GOAL SETTING** – Does it seem thought is given to permanent housing as an exit strategy. Are the concerns of DV a part of goal planning?	15		
24	**CASE MANAGEMENT & SERVICES** – Does it seem the organization is providing thorough support for the clients in shelter?	15		
25	**PARTNERSHIPS** – Does the organization seem to have good and fruitful relationships with other organizations which benefit the goals of clients	5		
26	**VAWA** – Is organization aware of VAWA and appear to be in compliance per the narrative provided?	10		
125 POINTS AVAILABLE AND 14-BONUS POINTS				
Does the Reviewer think this project should be funded?			**YES**	**NO**

Financial Capacity Rubric – ESG Project

Exhibit F

Organization's Name:

Project Name:

Required Attachments:

☐ Evidence of 501 (c) 3 status
☐ Recent Income Statement
☐ Recent statement of Cash Flows
☐ Current List of the Board of Directors
☐ Detailed Project/Program Budget
☐ Federal Form 990
☐ Balance Sheet for last three years
☐ Recent A133 or most recent audit
☐ Organizational Chart
☐ 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: 11+

Risk Score Explanation