



CITY OF SAINT PAUL
Randy Kelly, Mayor

1200 City Hall Annex
25 West Fourth Street
Saint Paul, Minnesota 55102

Telephone: 651-266-6008
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RFP notification For Emergency Shelter Grant Cycle 2004

**Section 1 of the RFP is for traditional uses of ESG funds,
Section 2 is a RFQ/RFP for the creation of new Emergency Shelter Beds
and/or Transitional Housing
(See attached information)**

**APPLICATION DEADLINE: 4:00 PM Monday, July 19, 2004
Funds available \$351,017**

Note to current participants of this program. For the 2004 cycle, the program will function as it has in the past. The amount of funds distributed to legacy recipients will be influenced by whether or not the City receives a viable proposal to create additional emergency shelter or transitional housing beds

There is an ongoing interest by the city to see more emergency shelter beds and transitional housing beds available to homeless people. If we receive a viable proposal to create such beds, this year's funding may earmark as much as \$50,000 of available funds for the operating costs of such a facility. That will correspondingly reduce the above funding available to the traditionally supported services and programs.

Last year (2003) the City allotted the entire ESG grant of \$333,000 in the form of subgrants that were used for the federally mandated purposes: Operating/Maintenance grants; Rehab grants; Essential Service grants; and Prevention grants. Note that the latter two categories are restricted to 30% respectively of the total funding grants.

ESG Cycle 2004

The City of Saint Paul anticipates receiving **\$351,017** under the 2004 Cycle of the Emergency Shelter Grant Program, Title IV of the Stewart B. McKinney Homeless Act. This is eighteen thousand dollars (\$18,017) more than last year.

THE PURPOSE OF THE ESG GRANTS

The purpose of the Emergency Shelter Grant Program (ESGP) is to help improve the quality (including physical rehabilitation of a structure) of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the cost of operating shelters and to help provide certain essential social services to homeless individuals so that these persons have access not only to safe, sanitary shelter, but also to the supportive services and other kinds of assistance they need to improve their situations. The program is also intended to restrict the increase of homelessness through the funding of preventative programs and activities.

The City of Saint Paul plans to distribute these funds to qualified, nonprofit organizations providing assistance, shelter or services to homeless individuals or families. For the purposes of this program,

Homeless shall mean:

- (a) an individual or family which lacks a fixed, regular and adequate night-time residence;
or
- (b) an individual or family which has a primary night-time residence that is:
 - 1) A supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for persons with mental illness),
 - 2) An institution that provides a temporary residence for individuals intended to be institutionalized,
 - 3) A public or private place not designed for, or used as, a regular sleeping accommodation for human beings; or
 - 4) The term does not include an individual imprisoned or otherwise detained, pursuant to an act of Congress or a State law.

REQUESTS FOR PROPERTY REHABILITATION FUNDS:

If you are requesting funds to make improvements to the facility, the following must be adhered to:

- 1) You may not reimburse for work completed prior to the date the agreement between you and the City is executed.
- 2) All work requires three competitive bids, the lowest of which will be selected unless there is a valid reason to do otherwise.
- 3) A pre-construction meeting must be held after the contractor has been selected and before construction begins.
- 4) All construction employees working on the project must be paid in accordance with Federal Davis-Bacon wage requirements.
- 5) Please note that all buildings of 15 units or more that are rehabilitated must meet accessibility requirements as stated in section 504 of the Rehabilitation Act of 1973, as amended.

With your application, you are guaranteeing that your homeless facility is free and will remain free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries; and that your facility has developed procedures to ensure the confidentiality of victims of family violence.

Finally, please enclose:

- a copy of your 501(C-3), stating you are a non-profit organization,
- a copy of some sort of documentation showing your matching funds, i.e. check or letter from donor (volunteer hours excluded),

- a copy of your insurance which **(1) States the City of Saint Paul as additionally insured AND, (2) Has a 30 day cancellation notice** (see example).

If you are unable to enclose any of these items before the due date of the RFP, please contact us in order to make other arrangements. Failure to do so could result in non-receipt of funds.

Applications for the **ESG 2004 Cycle** must be received by **Monday, July 19, 2004 at 4:00 P.M.**

Applications must provide sufficient information to satisfy the requirements of the U.S. Department of Housing and Economic Development (HUD) as described in the enclosed material. Please advise us if you have submitted an application for parallel funding directly from the State of Minnesota (ESG Program Funds) and what category (1. Maintenance and operations; 2. Rehab of a physical structure to serve homeless people; 3. Essential services to homeless people; 4. Homeless prevention services.)

LOCAL COUNTY / CITY OF SAINT PAUL CONSIDERATIONS

The Selection Committee has been advised in the past to:

- make its award recommendations in light of recommendations of the City Council,
- place a priority on services to women and children,
- and avoid the unnecessary duplication of funding.

The ESG funds are not adequate to fund any program in its entirety nor even in a substantial amount. While matching funds are required, final decisions on grants will take into account the extent to which ESG funds are supplemented by other resources.

The time period for this grant cycle is July 1, 2004 through June 30, 2005. Any grant funds awarded will be able to reimburse for expenses back to July 1, 2004. Decisions will be recommended to the City Council in the Fall of 2004.

NEW

Successful subgrant recipients will want to note that the reimbursement process for this cycle will be more involved than in previous years. The State Auditor's office is requiring more documentation than we have required in the past. Essentially, they want to be able to audit the legitimacy of a reimbursement request from the documents that you would submit for the reimbursement. Many agencies are already fully compliant with the State Auditors requirements. Others will have to make minor adjustments.

Please direct your questions and applications to:

Steve Rice
Planning and Economic Development
25 West Fourth Street, 12 Floor
Saint Paul, Minnesota 55102
(651) 266-6008

Application to request funding from the Emergency Shelter Grant Program

**CITY OF SAINT PAUL
EMERGENCY SHELTER GRANT PROGRAM
STATEMENT OF WORK/PROJECT SCOPE OF SERVICES**

1. **Project title** _____

2. **Grant Amount** _____

3. **Sub-grantee for carrying out this project:** _____

Organization _____

Address _____

Contact Person _____ **Phone** _____

Email address if any: _____ **Fax** _____

4. Project Activities: (Include completion dates for specific activities if available)

5. Statement of Need: (Reasons for undertaking this project)

6. Project Accomplishments: (What will be achieved as a result of this project)

7. Special Target Population:

8. Project Budget: Fill in the line items as appropriate; under "ESG Funds" place the amount you are requesting; in the "OTHER" column list any grants or funding from different sources specifically ear-marked for that category.

<u>ITEM</u>	<u>ESG FUNDS</u>	<u>OTHER</u>	<u>TOTAL</u>
Payment of Operating Expenses of shelter, including:			
a. operating (heat, electricity, water, sewer, trash, etc.)	_____	_____	_____
b. maintenance (repairs)	_____	_____	_____
c. insurance	_____	_____	_____
d. rent	_____	_____	_____
e. furnishings	_____	_____	_____
f. Other _____	_____	_____	_____
Renovation , major rehab, or conversion of building for use as a shelter	_____	_____	_____
Prevention Services (Note: Limited to 30 % of the city-wide allocation)			
A.. Put detail here	_____	_____	_____
B. Put detail here	_____	_____	_____
C. Other _____	_____	_____	_____
Provision of Essential Services (Note: Limited to 30 % of the city-wide allocation)			
a. employment counseling	_____	_____	_____
b. employment training	_____	_____	_____
c. employment referral	_____	_____	_____
d. substance abuse counsel	_____	_____	_____
e. health	_____	_____	_____
f. education	_____	_____	_____
g. food	_____	_____	_____
h. other _____	_____	_____	_____
TOTALS	_____	_____	_____

PREVIOUS ACTUAL PROGRAM/PROJECT BUDGET

Fill in below OR attach a **2003** line item budget for the entire project including actual revenue sources (one form for each program/project).

PROJECT/PROGRAM NAME _____

ACTUAL EXPENDITURES (Entire program Budget - not just ESG portion)

_____ \$ _____

TOTAL ACTUAL EXPENDITURES _____

ACTUAL REVENUE SOURCES

_____ \$ _____

TOTAL ACTUAL REVENUE _____

PROPOSED PROGRAM/PROJECT BUDGET

Fill in below OR attach a **2004** proposed line item budget for the entire program/project budget (one form per program/project) of which ESG funds would be a part..

PROGRAM/PROJECT NAME _____

PROPOSED EXPENDITURES

_____ \$ _____

TOTAL PROPOSED EXPENDITURES _____

PROPOSED REVENUE SOURCES

_____ \$ _____

TOTAL PROPOSED REVENUE _____

**BUDGET FOR PROPOSED USE OF
EMERGENCY SHELTER GRANT PROGRAM FUNDS**

Fill in below, OR attach a **2004** budget for the proposed use of **Emergency Shelter Grant Funds ONLY** (one form per program/project). Applicants may now request administrative funds. Administrative allocations are limited to 10% of the city-wide allocation. Administrative funds are those which pay for employees not directly working with homeless individuals and office expenses.

PROPOSED EXPENDITURES

PROGRAM/PROJECT NAME _____

OPERATING _____

Subtotal _____

REHABILITATION

SUBTOTAL _____

HOMELESSNESS PREVENTION

SUBTOTAL _____

ESSENTIAL SERVICES

SUBTOTAL _____

TOTAL REQUESTED _____

MATCHING FUNDS

List all proposed matching funds for Emergency Shelter Grant Program Funds (one form for each program/project). The total from this page should be equal or greater than your request for funds. Also, please include a copy of a check, award letter or any other form of documentation which will attest to the matching funds you have listed below, the exception being volunteer hours used as a matching source.

PROGRAM/PROJECT NAME _____

SOURCE(S) OF MATCHING FUNDS

_____ \$ _____

TOTAL MATCHING FUNDS _____

FINAL CHECKLIST

Before you mail your application to us, make sure you have completed and enclosed the following items:

- 1) Statement of Work/Project scope of services
- 2) Previous Actual Program/Project Budget (2003)
- 3) Proposed Program/Project Budget (2004)
- 4) Budget Proposed for Emergency Shelter Grant Program Funds
- 5) Matching Funds Report
- 6) Documentation of Matching Funds
- 7) If necessary, a copy of the 503C form
- 8) A copy of Current Insurance.
We have decided to collect the insurance certificates at this time because we had many problems with it in the past. Make sure your insurance certificates have two very important items:
 - 1) **30 Day Cancellation Notice and**
 - 2) **City of Saint Paul listed as “additionally insured”**



CITY OF SAINT PAUL

Randy Kelly, Mayor

*1400 City Hall Annex
25 West Fourth Street
Saint Paul, Minnesota 55102*

*Telephone: 651-266-6655
Facsimile: 651-228-3220*

June 4, 2004 SECTION 2

REQUEST FOR QUALIFICATIONS

**FOR THE CREATION OF NEW EMERGENCY SHELTER OR TRANSITIONAL
HOUSING BEDS**

\$450,000 CAPITAL FUNDS AVAILABLE

\$100,000 OPERATING FUNDS AVAILABLE FOR TWO YEAR PERIOD

The City of Saint Paul and the Family Housing Fund is announcing a \$450,000 Seed Capital Grant to encourage the development of new emergency shelter and/or transitional housing beds or expansion of existing facilities. Additionally, the City of Saint Paul will allocate \$50,000 of Emergency Shelter Grant funds annually for two years (\$100,000 total) to help defray the operating costs of these new beds.

At this time, the City of Saint Paul requests interested nonprofit entities to contact Mr. Steve Rice, Saint Paul Department of Planning and Economic Development, at 651-266-6008 to discuss the facility and program possibilities.

Initial discussions will focus on defining the specific community that the applicant intends to serve, compatibility of these new/additional beds with the mission of the agency, the institutional capacity to staff the beds, the projected site for the beds, the neighborhood support for this effort, and the agency's capacity to generate the necessary capital and operating funds for the ongoing operation of the beds.

Applicants would then submit a letter of intention along with a written description of the proposed facility, its service package, location, and reasonable expectations for financing that may be required for operations in addition those available from the City. The written submission should be sent to :

Steve Rice
Saint Paul PED suite 1200
25 West 4th St.
Saint Paul, MN 55102
(651) 266-6008

Initial proposals must be submitted in writing by July 19, 2004 for consideration by the selection committee. City Staff will make a preliminary selection and begin working with the agency selected to develop a written detailed project description that that can be presented to the City

Council for approval.

Funding restrictions

To encourage the creation of new homeless beds or the expansion of existing facilities, the City Created an Emergency Shelter fund. Into it they allocated \$250,000 of Community Development Block Grant (CDBG) funds for capital costs and \$200,000 of funds from the Family Housing Fund. The city is prepared to earmark \$50,000 annually for 2 years from Emergency Shelter Grant funds (ESG) for operating costs. The City of Saint Paul plans to distribute these funds to qualified, nonprofit organizations that provide shelter or transitional housing services to homeless individuals or families. The use of CDBG funds and ESG funds are regulated by the following rules:

CDBG

The sponsoring agency must be a non profit organization that serves low and moderate income residents.

Emergency Shelter Grant - Eligible Activities

Emergency Shelter Grants may be used for one or more of the following activities relating to emergency shelter for the homeless:

- Costs for renovations or major rehabilitation of existing emergency shelters or transitional housing for the homeless; and
- Operating costs; and
- Cost of providing certain essential social services to homeless individuals so that these persons have safe sanitary shelter and supportive services; and
- The program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

Definition

For the purposes of this program, homeless shall mean: (a) an individual or family which lacks a fixed, regular and adequate night time residence; or b) an individual or family which has a primary night time residence that is: 1) A supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for persons with mental illness); 2) An institution that provides a temporary residence for individuals intended to be institutionalized; 3) A public or private place not designed for, or used as, a regular sleeping accommodation for human beings; or 4) The term does not include an individual imprisoned or otherwise detained, pursuant to an act of Congress or a State law.