

**ST. LOUIS COUNTY DEPARTMENT OF HUMAN SERVICES  
2024 REQUEST FOR APPLICATION FOR  
BEDNIGHT SERVICES TO COUNTY VICTIMS OF DOMESTIC VIOLENCE**

Application Due Date: November 12, 2024 by 5:00 PM CST

Submit Application To: St. Louis County Government  
Director of the Department of Human Services  
500 North West Plaza, Ste. 800  
St Ann, MO 63074

Submit: 1 (one) electronic copy of Application with the Subject:  
"2024 DV Awards Application" to  
[Ttravis@stlouiscountymo.gov](mailto:Ttravis@stlouiscountymo.gov)

3 (three) hardcopies of Application with a cover letter on  
Agency letterhead signed by the Executive Director

**Important Notice:**

*Effective immediately upon release of this Request for Applications (RFA), and until funds are awarded, all official communications from Applicants regarding the requirements of this RFA shall be directed to the Director of Human Services, 500 North West Plaza, Ste. 800, St Ann, MO 63074. The Director of the Department of Human Services or their designee shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFA by posting the same to the St. Louis County website with the RFA. Any other information of any kind from any other source shall not be considered official, and Applicants relying on other information do so at their own risk.*

**ST. LOUIS COUNTY DEPARTMENT OF HUMAN SERVICES**  
**REQUEST FOR APPLICATIONS**  
**FOR BED NIGHT SERVICES FOR COUNTY VICTIMS OF DOMESTIC VIOLENCE**

**SECTION 1: THE PROJECT**

**Background:** Pursuant to the provisions of 455.200 et seq. RSMo (SHELTERS FOR VICTIMS OF DOMESTIC VIOLENCE) and Revise Ordinances of St. Louis County, Sections 502.310 through 502.340 (IMPOSING CERTAIN FEES AND PROVIDING FOR THE ADMINISTRATION OF FUNDS FROM SUCH FEES FOR AID FOR SHELTERS FOR VICTIMS OF DOMESTIC VIOLENCE) the County requests the submission of Applications from qualified agencies which provide shelter (s) for victims of domestic violence.

RSMo. 455.220.

1. To qualify for funds allocated and distributed pursuant to section 455.215 a shelter shall meet all of the following requirements:
  - (1) Be incorporated in the state as a nonprofit corporation;
  - (2) Have trustees 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 (25%) of its funds from sources other than funds distributed pursuant to section 455.215. 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 service 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) Prior to providing any advocacy services, inform individuals served by the shelter of the nature and scope of the confidentiality requirement in subdivision (5) of this subsection.
2. Any person employed by or volunteering services to a shelter for victims of domestic violence shall be incompetent to testify concerning any confidential information described in subdivision (5) of subsection 1 of this section, unless the confidentiality requirement is waived in writing by the individual served by the shelter.
3. A shelter does not qualify for funds if it discriminates in its admissions or provision of services on the basis of race, religion, color, age, marital status, national origin, or ancestry.

(Please note: although not included in the statute (RSMo. 455.220), we will also consider a shelter not qualified for funds if it discriminates on the basis of socioeconomic status, gender, gender identification, or sexual orientation).

**Factual data to assist Applicant: “Domestic Violence”**, is defined as attempting to cause or causing bodily injury to a family or household member by threat of force in fear of imminent physical harm;

**“Family or household member”**, is defined as a spouse, a former spouse, person living with another person whether or not as spouses, parent, or other adult person related by consanguinity or affinity, who is residing or has resided with the person committing the domestic violence and dependents of such persons;

**“Shelter for victims of domestic violence” or “shelter”** is defined as a facility established for the purpose of providing temporary residential service of facilities to family or household members who are victims of domestic violence

**SECTION 2: RFA SCHEDULE, INSTRUCTIONS AND COMMUNICATIONS**

**2.1 Listed below are the milestone dates of activities related to this RFA. In the event these dates change, Applications will be mailed to perspective providers. It is County’s goal to meet the dates specified.**

Milestone	Estimated Date
RFA Issuance	October 15, 2024
Deadline for Questions & Clarifications	October 29, 2024
Issuance of final addendums	November 5, 2024
Applications Due	November 12, 2024

**2.2 Instructions**

1. Direct all written and email inquiries and correspondence to,  

St. Louis County Department of Human Services  
ATTN: Teresa Quarles, Division Manager of Women & Children Services  
500 North West Plaza, Ste. 800  
St Ann, MO 63074  
E-mail: [Tquarles@stlouiscountymo.gov](mailto:Tquarles@stlouiscountymo.gov)
2. Contact with any representative, other than that outlined herein, concerning this RFA is prohibited. “Representative” shall include, but not be limited to, all elected and appointed officials, and employees of County and the agencies within St. Louis County. Any Applicant engaging in such prohibited communications may be disqualified at the sole discretion of the County Director of Human Services.
3. Any questions regarding the RFA shall be submitted in writing by October 29, 2024 at 5:00 p.m. Prevailing Central Time, to allow time for posting of any necessary addenda before the submission deadline. Questions may be submitted via email at [Tquarles@stlouiscountymo.gov](mailto:Tquarles@stlouiscountymo.gov). Please use: “2024 DV Awards Application” in the subject line.

## 2.3 Requirements for shelter to qualify for funds

RSMo. 455.220.

1. To qualify for funds allocated and distributed pursuant to section 455.215 a shelter shall meet all of the following requirements:
  - a) Be incorporated in the state as a nonprofit corporation;
  - b) Have trustees 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;
  - c) **Receive at least twenty-five percent (25%) of its funds from sources other than funds distributed pursuant to section 455.215. 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;**
  - d) Provide residential service 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;
  - e) 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;
  - f) Prior to providing any advocacy services, inform individuals served by the shelter of the nature and scope of the confidentiality requirement in subdivision (e) of this subsection.
4. Any person employed by or volunteering services to a shelter for victims of domestic violence shall be incompetent to testify concerning any confidential information described in subdivision (e) of subsection 1 of this section, unless the confidentiality requirement is waived in writing by the individual served by the shelter.
5. A shelter does not qualify for funds if it discriminates in its admissions or provision of services on the basis of race, religion, color, age, marital status, national origin, or ancestry.

**Please note:** Although not included in the statute RSMo 455.220 above, the Department of Human Services reserves the right to regard a shelter as not qualified for funds if it discriminates in its admissions or provision of services on the basis of gender, gender identification, sexual orientation, or socioeconomic status.

## 2.4 Submission and Opening of Applications

1. Applications shall be submitted in a sealed envelope labeled "Domestic Violence Funds Application." Applicants using commercial carriers shall ensure that the application is marked on the outermost wrapper. The application, in the form of one original and 1 copy shall be received by 5:00 p.m. Prevailing Central Time on November 12, 2024 at the St. Louis County Department of Human Services, 500

Northwest Plaza, Ste. 800, St Ann, MO 63074. **Any applications received after the time specified for the receipt of applications shall not be considered unless the Applicant provides and County accepts reasons demonstrating good cause for the delay.** It is the responsibility of the Applicant to ensure that the package is received at the correct location and before 5:00 p.m. Prevailing Central Time.

2. County reserves the right to accept or reject any or all applications and to waive any irregularities in the applications if such waiver does not substantially change the offer or provide a competitive advantage to any Applicant.
3. No applications submitted by email or facsimile, or any modifications to previously submitted applications, made by email or facsimile, shall be considered. If an application is sent by mail, allowance shall be made by the Applicant for the time required for such transmission.
4. A legally authorized representative of the Applicant shall sign the Request for Application proposal.
5. No responsibility shall be attached to any person for premature opening of an Application not properly identified.
6. County is subject to Chapter 610 of the Revised Statutes of Missouri. The contents of applications submitted in the RFA process, with selected exceptions, shall be open records and be open to inspection by interested parties after funds are awarded.
7. All opened applications become the property of County.
8. No corrections are permitted after the closing time. If a correction is required, the Applicant shall submit an amendment to the original application identifying the section, article, and page number(s) of the change made in a sealed envelope entitled AMENDMENT and labeled with the RFA number, title, Applicant name, and application due date.
9. Failure of the Application to comply with the requirements of this RFA or evidence of unfair application practices is cause for rejection of the application.
10. Non-acceptance of an application shall mean that one or other applications were deemed more advantageous to County or that all applications were rejected. Companies whose applications are not accepted shall be notified after Domestic Violence Funds are awarded, or after County has rejected all applications.
11. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective application are not desired. Elaborate artwork or expensive paper and bindings are neither necessary nor desired.
12. This RFA does not commit County to make an award, nor shall County pay any costs incurred by Applicants in the preparation and submission of applications, or costs incurred in making necessary studies for the preparation of applications.

## 2.5 Determination of Awards

1. County reserves the right to award based on the Application determined to be in the best interest of County.
2. Applications will be evaluated based on whether or not applicants have submitted the required documents by or before the deadline, quarterly reports for the current year are up to date, financial guidelines are met and the total number of bed nights provided to County residents who have been victims of domestic violence.

## 2.5 Modification or Withdrawal of Application

1. Applications may be withdrawn any time prior to the scheduled closing time for receipt of applications; no application may be modified or withdrawn for a period of one-hundred twenty (120) calendar days thereafter.
2. Applicants are responsible for submitting applications, and any modifications or revisions, so as to reach the St. Louis County Department of Human Services by the time specified in the RFA documents. Any application, modification, or revision received at the St. Louis County Department of Human Services after the exact time specified for receipt of offers is "late" and shall not be considered and shall be returned unopened.
3. Prior to the date and time designated for receipt of applications, applications submitted early shall be withdrawn only by written notice to St. Louis County Department of Human Services. Such notice shall be received by the Department of Human Services prior to the designated date and time for receipt of applications.
4. Withdrawn applications may be resubmitted up to the time designated for receipt of applications provided that they are then fully in conformance with this RFA.
5. If an emergency or unanticipated event interrupts normal County business or processes so that applications cannot be received at the office designated for receipt of applications by the exact time specified in the solicitation, and urgent County requirements preclude amendment of the RFA, the time specified for receipt of applications shall be deemed to be extended to the same time of day specified in the RFA on the first work day on which normal County business resume.

## **SECTION 3: SCOPE OF WORK**

- 3.1 The scope of work involves providing bed nights and services related to domestic violence in a manner consistent with Service Standards of the Missouri Coalition against Domestic and Sexual Violence (MCADSV).

## **SECTION 4: TERM OF THE AWARD**

Requested Term (one year).

## SECTION 5: APPLICATION CONTENTS

5.1 **Below is the list of topics that must be included in the application. Please fill out the Application by responding to each item in the order listed. Please note that the Application is posted as a separate document. Please attach all requested documents with your electronic and hardcopy of the Application.**

1. Evidence that the shelter is incorporated in this state as a nonprofit corporation;
2. A list of the directors of the corporation, and a list of the trustees of the shelter if different;
3. The proposed budget of the shelter for the following calendar year;
4. List all sources of funding;
5. A summary of the services proposed to be offered in the following calendar year;
6. An estimate of the number of St. Louis County women and the number of St. Louis County children to be served during the following calendar year;
7. List by area (St. Louis County, St. Louis City and “Out of Area”), for 2023, the number served as follows: number of women without children, number of women with children, the number of children and the total for these three categories;
8. The type of domestic violence facility (emergency or transitional), the number of beds available for women and the number of beds for children in each type of program and the maximum length of stay allowed in each type of program;
9. If your facility is not accessible to persons with disabilities, please indicate if you will be able to accommodate them in some way and how;
10. Agree to expend funds received from St. Louis County only for services or facilities for residents of St. Louis County;
11. Agree to complete and submit, within 30 days of request, a brief one day point-in-time count questionnaire that will be mailed to you annually by the County for grant purposes;
12. Agree (beginning January 1, 2025) to complete and file quarterly reports; due by the third (3<sup>RD</sup>) Friday of each of the following months April, July, October and January of the succeeding year. The quarterly reporting forms will be provided and should include:
  - a) The St. Louis County Total Bednights and
  - b) Quarterly Activity Report

13. Agree to complete and submit, by January 31 of the subsequent year, a copy of your “Annual Activity Report” from the service year of this application, using the template provided;
14. Attest to the fact that none of the information contained in the report/application shall identify any person served by the shelter or enable any person to determine the identity of any such person;
15. Agree to complete and submit, within 3 months of the end of your fiscal year, the results of an independent audit;
16. Agree to maintain compliance with the Service Standards of the Missouri Coalition against Domestic and Sexual Violence (MCADSV); including confidentiality standards.
17. Please provide a copy of your “Whistleblower” policy;
18. Please provide a copy of your policy on Harassment in the workplace;
19. Please provide a copy of your policy or statement regarding non-discriminatory practices in hiring.

**5.2 If the Director of Human Services of St. Louis County receives applications from more than one qualified shelter for victims of domestic violence and the requests for the funds exceed the amount of funds available, funds shall be allocated on the basis of the following priorities:**

1. To shelters proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, substance abuse, financial, educational, vocational, child care and legal services;
2. To other facilities offering or proposing to offer services specifically to victims of domestic violence;
3. To other qualified shelters;
4. A major factor in determining the allocation of funds will be the total number of bednights provided to residents of St. Louis County.

**The Director of Human Services reserves the right to reject all applications.**

**SECTION 6: EVALUATION OF APPLICATIONS**

- 6.1 Evaluation of applications shall be performed by an Evaluation Committee in compliance with Section 107.132 SLCRO.
- 6.2 **Application Evaluation:** Awards shall be made to the Applicant whose application meets specified requirements as outlined in the RFA.
- 6.3 **Applicants must have current year quarterly reports up to date.**



## SECTION 7: APPLICATION REQUIREMENTS

- 7.1 **Awarding Terms:** The following terms, in addition to requirements and services identified herein, shall be included in the application for agencies/facilities wishing to receive domestic violence funds from the County.
- 7.2 **Independent Applicant:** The relationship of the Applicant to the County shall be that of independent Applicant and no principal agent or employer-employee relationship is created by the awarding of these funds.
- 7.3 **Non-Discrimination of Employment:** The Applicant shall not discriminate against any employee or applicant for employment because of race, creed, color, gender, sexual orientation, gender identity or national origin, age, marital status, or disability. Applicant shall take affirmative action to insure that applicants are employed and that employees are treated during their employment without regard to race, creed, color, gender, sexual orientation, gender identity or national origin, age, marital status, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, rates of pay or other forms of compensation, and selection for training including apprenticeship. In the event of Applicant's noncompliance with the provisions of this paragraph, the contract may be terminated or suspended in whole or in part and Applicant may be declared ineligible for further County contracts.
- 7.4 **Obligations and Subcontracts:** The Applicant agrees to be responsible for the accuracy and timeliness of reports submitted in the fulfillment of its responsibilities under this application, whether completed by the Applicant or a subcontractor on behalf of the Applicant.
- 7.5 **Governing Law:** These awards are made on behalf of St. Louis County, Missouri, and the laws of the State of Missouri and local ordinances shall govern the award of domestic violence funds.
- 7.6 **Indemnification:** Applicant agrees to defend, indemnify and hold harmless the County, its elected and appointed officials, employees and volunteers from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of the Applicant, its subcontractors, agents, servants or employees.
- 7.7 **Contingent Fee:** Applicant warrants that no agreement has been made with any person or agency to solicit or secure this Agreement upon an understanding for a gratuity, percentage, brokerage or contingent fee in any form to any person excepting bona fide employees of Applicant or bona fide established commercial or sales agencies. For breach of this Warranty County may by written notice terminate the right of the Applicant to proceed under this Agreement, and will be entitled to pursue the same remedies against the contractor as it could pursue in the event of a breach of this Agreement. As a penalty in addition to any other damages to which it may be entitled to by law. County may recover exemplary damages in an amount to be determined by the County, which amount will not be less than

three (3) nor more than ten (10) gratuity, commission, percentage, brokerage or contingent fee. The rights and remedies of County as provided in this Paragraph will not be exclusive and are in addition to any other rights or remedies as provided by law.

**7.8** **Awarding Period:** Awards will be issued in the form of a check to the agency receiving domestic violence funds on the first of January and first July of the subsequent year.