**Karen House RFP**

**Part 1: About Karen House and the Process**

**Proposal Request**

Karen House is a house of hospitality based in the Catholic Worker model which has been operating on the north side of St. Louis for 42 years. We are looking to transfer ownership of our property at 1840 Hogan Street to an organization that provides services to a targeted or disenfranchised population at low or no cost, and does not incur profit (but does not necessarily require 501c3 or Not for Profit legal status). This is an invitation for proposals for any interested organization.

**History of Karen House --Who we are**

Karen House started in 1977. In that time, we have offered hospitality to women, children, and more recently transgender folks who are experiencing homelessness. Our hospitality included free room and meals, as well as various types of support based on the needs of individuals. We have been ‘staffed’ exclusively by live-in volunteers and an extended community. We are funded by private donations. In addition to in-house hospitality, we provide food, clothing, hygiene items to neighbors and anyone who needs them.

The global Catholic Worker movement is founded on a vision which strives to “create a world where it is easier to be good". We have attempted to be a place where everyone is welcome, and have tried to make explicit our welcome to those that society has deemed less than human - people of color, lesbian, gay, bisexual and transgender people, the very young and very old, immigrants, women, people with disabilities and the poor. We have also sought to resist the oppressive systems that lead to the ‘othering’ of people in our society, trying to confront our own biases in areas like race, gender, age, sexual orientation, and ability.

**Who we Seek**

We seek a group that has a somewhat similar vision, offering services to people with identities who are disenfranchised by society. We prioritize organizations that are explicit in their welcome of all groups (as mentioned above). We seek an organization with the fiscal resources to take over and maintain the building, as well as the ‘people power’ to sustain the work long term.

**Timeline**

1. We will accept proposals until October 15, 2019
2. We will narrow the proposals and invite suitable groups to a panel discussion on or around November 10, 2019
3. We will make a final decision around the end of November, 2019
4. We aim to transfer ownership sometime around June 1, 2020

If you are interested, please see the following questions, and submit your proposal by **October 15, 2019.** Submission instructions are at the end of this document.

**Part 2: Proposals**

For the proposal, please include the following information in AS MUCH DETAIL as possible. Also please include any other relevant information that you feel is important for us to know.

**A. Your organization**

1. Please tell us who your are, and what mission or philosophy drives your organization.
2. Do you currently have a vision statement?
3. Please give us a brief background of your work.
4. Who are your stakeholders, partners, financial contributors?
5. What is the organization structure of your group?
	1. Is the group a 501c3?
	2. Who are the primary decision makers? How are decisions made?
6. What is your current annual operating budget?
7. Where does your money come from?
8. To whom do you currently provided services?
9. How are those people selected to receive your services?
10. What is required of the people to access your services?
	1. Ie, financial contribution, participation in any program, prayer services or faith participation, particular
	2. Identity?
11. Do you currently have a specific document or statement of inclusion/acceptance? Please include it, if so.

**B. Your plan**

1. What is your plan for the house at 1840 Hogan?
	1. What are the scope of services you plan to offer?
	2. To whom do you plan to offer those services?
	3. Will services be explicitly open to people from target identities?
		1. How will you ensure this openness and welcome?
		2. Will you require people obtaining your service to share or reject any particular viewpoint or
			1. lifestyle?
	4. Who will staff for these services? Will they be full time? Part time? Paid? Volunteer?
		1. Will the staff live on site?
	5. How will the physical space be utilized? (use of 1st floor, 2nd floor, 3rd floor)
2. Do you plan to partner with other groups or organizations within this space?
	1. If so, what groups and how will the work be coordinated?
3. How do you plan to communicate with or garner the support of the existing neighborhood?

**C. Your finances / long term stability**

1. It is important to us to choose an organization that will sustain the building long term.
2. How do you plan to finance any physical changes or upgrades needed to the house when it is transferred
	1. Do you have that amount of money currently?
3. How do you plan to finance your services?
4. Please provide a general 5 year financial plan

**D. Your Timeline**

1. As noted above, our tentative plan is to transfer the building to an organization by June 1st, 2020.
2. Your timeline for the space?
	1. Renovations?
	2. Beginning services?
3. It is important to the neighborhood that the building not be vacant for any amount of time. Can your organization commit to having a daily, live-in presence in the house beginning June 1, 2020, even if your renovations or services do not start on that day?
	1. If so, who would that be and how would you organize this?

**E. Anything Else we need to know?**

**F. Next Steps:**

* See attached budget/financial overview of building
* Please submit proposals by October 15, 2019
* Proposals can be sent via email to: annjies@gmail.com

**Karen House Expenses and Building Details**

**1. Key House Expenses**

(average per year based on 2018 expenses)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yearly Cost** | **Monthly Cost** | **Notes** |
| House Liability Insurance |  $1,580 | $157 |  |
| Electric   |  $4400 | $367 | We pay extra for the Ameren PurePower renewable program |
| Gas    | $6020 | $502 |  |
| Trash and Recycling | $4200 | $350 | We use IESI, not the city, - 2 dumpsters for recycling/trash |
| Property Tax | $1600 | $134 | Any group that has 501(c)3 status would not have to pay this |
| MSD Sewer | $1800 | $150 |  |
| Water  | $720 | $60 |  |

**2. Maintenance Needs**

1. There is water leaking into some of the rooms:
	1. The flashing above room 2 is not sufficient and needs to be replaced.  This leak has caused large parts of the plaster ceiling to fall.
	2. There are leaks in the last room on the third floor (above the bathroom)
	3. Possibly a leak in Room 6.
2. Room 7 is currently not being used because of a bed bug infestation centered in this room in September, 2018. We are continuing to monitor the room for any signs of new infestations, but got full treatment in 2018-2019.
3. The parking lot needs to be re-leveled or paved.
4. Food storage room needs new floor and ceiling tiles
5. House does not have central air conditioning, (the electric wiring in the house doesn’t allow for window A/C units in every single room).  It has been several years since we have gotten information on price for this, so we have no idea how much it would cost to provide central air to the house.
6. Gutters and electric are both original

**3. Recent Repairs**

* New flat roof in 2015
* Mansard slate roof completely replaced in 2013 (with modern fiberglass shingles)
* Tankless water-heaters replaced/repaired in 2019
* Two new boilers in 2015
* Entire northeast wall (facing backyard) was newly tuck pointed in 2014
* All windows were refurbished in 2013