ERIE COUNTY
REQUEST FOR PROPOSAL

To provide

2018 Summer Primetime Grant Applications

In conjunction with the

Erie County Youth Bureau

RFP # 1807VF
February 13th, 2018

Judith Kolmetz, Assistant Coordinator of Quality Assurance
Erie County Department of Social Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

COUNTY OF ERIE, NEW YORK

REQUEST FOR PROPOSALS RFP # 1807VF
TO PROVIDE 2018 SUMMER PRIMETIME YOUTH PROGRAMMING

I. INTRODUCTION

The County of Erie, New York (the "County") and the Erie County Youth Bureau is currently seeking proposals from qualified agencies interested in providing Summer Primetime Programming to at-risk youth ages 5-20 residing in Erie County. The purpose of this document is to present interested parties with information to prepare and submit a proposal to provide these services.

Proposers are invited to respond to this request. It is the County's intent to select the Proposer(s) that provides the best solution for the County's needs. This document will inform the service delivery network of basic requirements that Erie County uses as part of its standard contract process.

All applicants, including those agencies currently under contract with the Erie County Department of Social Services to provide these Youth Development Services, must participate in this selection process in order to be considered for continued funding.

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Proposer, and to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. FUNDING AND BUDGET

A maximum award of $10,000 is potentially available per funding request for local not-for-profit agencies and local youth bureaus to provide community programming. A maximum award of $5,000 is potentially available per funding request for programming provided in the Secure Youth Detention Facility located at 810 East Ferry Street, Buffalo, NY 14211.

Note: Applicants applying to run a Youth Development Program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional community-based Youth Development Program, and one for the Detention Facility.

The award period is June 25th through August 31st, 2018. All programs must operate for a minimum of six weeks during this term. Initial award is subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

Note: Administrative costs may not exceed 20% of the requested funds for 2015, and thereafter, by Executive Order from the NYS Governor and the Erie County Executive, it will be capped at 15% for all future years. Lower Administrative costs will be favored when rating proposals. Erie County seeks to move in the direction initiated by New York State to keep administrative costs at this level or below.

III. PROPOSAL TIMEFRAMES

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

RFP Released:	Tuesday, February 13th, 2018
RFP Informational Meeting:	Tuesday, February 27th, 2018, 10:30AM 12:00PM (True Bethel Baptist Church, 907 E. Ferry St. Buffalo, NY 14211)
Proposals Due:	Tuesday, March 13th, 2018 by 5:00 pm (EC Detention, 810 E. Ferry Street, Buffalo, NY 14211)
Applicant Interviews:	TBA, April, 2018 (True Bethel Baptist Church, 907 E. Ferry St. Buffalo, NY 14211)
Notification of Funding:	June 2018 pending approval by the Erie County Legislature

IV. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.

2. A cover page, contact information, and a letter of support signed by the Executive Director, Board Chairperson, Town Supervisor or other individual deemed appropriate.

3. One (1) original and three (3) copies of the proposal package shall be submitted. Proposals **MUST** be signed using the attached **Schedule A: Proposer Certification** found on page 15. Unsigned proposals will be rejected.

4. Submission of the proposals shall be directed to:

   Erie County Youth Bureau
   810 East Ferry Street
   Buffalo, NY 14211

   All proposals must be delivered to the above office on or before Tuesday, March 13th, 2018 at 5:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. Requests for clarification of this RFP must be written and submitted to Ben Hilligas at the above address, or at Benjamin.hilligas@erie.gov no later than 4:00 pm on Friday, March 2nd, 2018. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.

6. Applicant interviews with the Erie County Youth Board will take place on Tuesday, April 3rd between the hours of 1:30-7:30 pm at True Bethel Baptist Church, 907 E. Ferry St. Buffalo, NY 14211. Interviews are a mandatory portion of the review process for all applicants. Invitations to interviews will be sent via email to the contact person identified on the cover page of the application no later than one week prior to

the scheduled interview time. It is the applicant's responsibility to contact the Youth Bureau by Tuesday, March 27th at 5:00PM if they believe they have not received an invitation.

7. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

8. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included at the end of this application. This document is for informational purposes only, and is not to be completed by the Proposer during the RFP submission.

9. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.

11. Proposers who operate a Veteran-Owned Business should include the letter indicating their company is 51% or more veteran-owned with their proposal.

12. All proposers must disclose the name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.

13. All proposers must provide a list of at least one (1) reference from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.

14. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Introduction:

The purpose of this RFP is to solicit applications to the Erie County Youth Bureau for 2018 Summer Primetime Youth Development Programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting 'at risk' youth 5-20 years of age.

B. Mission of the Erie County Youth Bureau:

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.

C. Eligible Applicants:

Eligible applicants are local youth bureaus/recreation departments in Erie County providing services to at-risk youth in the targeted age group. Organizations not part of a unit of local government must have their own 501(c)(3) status; use of other organizations' 501(c)(3) status as a "pass through" is not permitted.

D. Funding Categories:

Proposed programs may offer one or more of the types of Services, Opportunities, Supports (SOS) listed below however a successful proposal will describe a comprehensive approach to positive youth development.

Work Readiness Supports	Year/Round Seasonal Activities
Career Development Supports	Healthy Lifestyles
Life Skill Supports	Academic Support Services
Alcohol and Substance Abuse Prevention	Youth Leadership/Empowerment Opportunities
Mentoring Supports	Juvenile Delinquency Prevention Services

E. Targeted Youth:

"At-Risk Youth" shall be described as any Erie County youth 5 - 20 years of age and described as one or more of the following:

- Living within a family below 200% of federal poverty line
- At risk of becoming Persons In Need of Supervision (PINS)
- Juvenile delinquents or youth charged with committing a crime
- Victims of child abuse, domestic violence, maltreatment and/or neglect
- Exhibiting self-destructive behavior
- School dropouts
- Youth in need of safe places, caring adults &/or structured activities
- Youth with 3 or more hours of idle time per day
- Lack of parental support or positive role model
- Homeless youth or youth who has run away from home
- Considered for placement outside the home

F. Programming at the Erie County Secure Youth Detention Facility:

The Erie County Youth Bureau, located at the Secure Youth Detention Facility, 810 East Ferry Street, Buffalo, NY 14211, will also be accepting RFPs for programs in the Secure Youth Detention Facility.

- As funding for the detention facility is limited, applicants are not expected to follow the traditional Youth Development Program model. Instead, programs running for two to three hours, two to three days per week, will be acceptable.
- Scheduling for detention proposals will be handled by the Youth Bureau to fit the pre-existing schedule followed by residents and staff.
- When planning programming, the following items are not allowed in the detention facility: sharp items, metal objects, small art pieces, food, notebooks with metal binding, chemicals that may be used for art, etc.

- Detained youth are between the ages of 11-16.
- Average length of stay at the facility is 5-7 days so it is likely that program staff will see different youth from week to week.
- Due to the transient nature of the population it is encouraged that each session of a program functions as a stand-alone unit.
- Group size will not exceed 10 residents per session and facility personnel will be present at all times in order to insure safety and security but are not required to participate in program activities.
- If an application is selected to provide facility programming, agency staff will be invited to participate in an on-site facility orientation prior to the start of the program.

Questions regarding programming and/or additional items allowed in the detention facility, may be directed to Ben Hilligas, Youth Bureau Director, at 716-923-4051 or benjamin.hilligas@erie.gov.

Note: Applicants applying to run a Youth Development Programming program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Youth Development Programming program, and one for the Detention Facility.

VI. APPLICANT REQUIREMENTS

Please note that a contract from the Erie County Department of Social Services will bind a contracted applicant to the program specified in the submitted proposal. The contract will also bind a contracted applicant to:

- It is generally expected that applicants will run said program from June 25th through August 31st, 2018. This is the equivalent of ten weeks. Programs are required to run for a minimum of six weeks during said time period.
- Complete and submit to the Erie County Youth Bureau Community Optional Preventive Services (COPS) report & the Erie County Youth Bureau/NYS Touchstones Primetime Report, due by September 28th, 2018.
- Complete and submit required financial reports immediately following the conclusion of the program and no later than September 28th, 2018, including backup expenditure information.
- Be monitored unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings, as directed by the Erie County Youth Bureau.
- Complete and submit 2018 Summer Primetime program budget included in this application packet.
- Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate, which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the proposal but will be required prior to contract execution and payment for program services.

VII. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;

- Submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;

- By submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;

- That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from Erie County, Erie County's elected officials, officers, employees or agents, shall not be binding against Erie County, Erie County elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Office of the Erie County Attorney and/or if necessary, the Erie County Fiscal Stability Authority.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion; exercise the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities and informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer to provide the requested services;
- To modify dates;

- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;

- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

VIII. EVALUATION

1. All proposals will be reviewed and objectively evaluated by the Erie County Youth Board (a voluntary citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed checklist.
2. By submitting an application, your organization asserts that the proposal has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is a liability and not the responsibility of the Youth Bureau to correct or amend.
3. The Erie County Youth Bureau will accept and review more than one program proposal per applicant however it is important to note that the evaluation process is highly competitive and the Erie County Youth Bureau will not be able to fund all applications.
4. Applicants, whose applications are complete, according to the enclosed checklist, will be given the opportunity to present their program proposal in an interview with the Erie County Youth Board. The Erie County Youth Board will then make funding recommendations to the Erie County Executive.
5. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.

IX. CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney, and/or if necessary, the Erie County Fiscal Stability Authority. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a period commencing June 25th, 2018 and terminating August 31st, 2018.

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

> "In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:
>
> (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys'

fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage described in the Vendor Classification "C" (Professional Services) on the *Instructions for County of Erie Standard Insurance Certificate* found on page 23. Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

> All deliverables created under this Agreement by the Proposer are to be considered "works made for hire". If any of the deliverables do not qualify as "works made for hire", the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.
>
> The Proposer agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County's continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.
>
> All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the Department's website.

NON-COLLUSION

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of Proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a). insert the following notice in the front of its proposal:

"NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's Competitive position. The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

<u>and</u>

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page"

*** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS:

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the "County") and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (located at the end of this application), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

_____

Proposer Name

By: _____

Name and Title

Erie County Youth Bureau
2018 Summer Primetime RFP # 1807VF Checklist

In order to be considered for funding by the Erie County Youth Bureau/Board, your package must include the following in this order:

- ❑ ECDSS RFP Cover Sheet
- ❑ Program RFP Cover Page
- ❑ Program Narrative
- ❑ Daily Schedule & Monthly Calendar of Events
- ❑ Program Budget and Budget Narrative
- ❑ **3 copies of the items listed above, plus 1 original of entire package, including items listed below**
- ❑ Most recent IRS 990 Form or Equivalent
- ❑ Current 501 (c)(3) status
- ❑ Board of Directors roster

Deadline: All applications must be submitted to the Erie County Youth Bureau at the address below by **5:00 PM on Tuesday, March 13th, 2018**.

Erie County Youth Bureau
Attn: 2018 Summer Primetime
810 East Ferry St.
Buffalo, NY 14211

Contact Information

For questions regarding this RFP, please contact Benjamin Hilligas, Youth Bureau Director (923-4051; benjamin.hilligas@erie.gov) or Talisa King, Youth Services Planning Coordinator, (923-4009; Talisa.king@erie.gov).

Information Session

An RFP information session will be held on Tuesday, February 27th, 2018 at True Bethel Baptist Church, 907 E. Ferry St. Buffalo, NY 14211

Submission Deadline

RFP packets must include three (3) copies as described above and one (1) original application as described above and must be submitted to the Erie County Youth Bureau by **5:00 PM on Tuesday, March 13th, 2018**.

RFP Appendix A: Proposal to Provide Service
Department of Social Services
RFP# 1807VF

All fields must be completed. If not applicable, list "N/A". Incomplete proposals may be considered non-responsive.

AGENCY INFORMATION

Agency Name - List the official name of your organization.
Agency Name –List other name if used.
Telephone Number - List the main contact number for your agency.
Address - List the official mailing address of your agency; include city and ZIP code information.
Website - Provide your agency's website address (if applicable).
Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President.
E-mail - Provide the e-mail address for your agency's leader.
Federal Employer ID# (FEIN) - Please provide your agency's Employer Identification Number.
DUNS # - List your DUNS (data universal number system) Number assigned by Dun & Bradstreet, if applicable.
501(c)(3) not-for-profit entity ID # - If non-profit, please provide 501(c)(3) not-for-profit entity ID # and date established as such.
MBE/WBE - Indicate whether your agency is a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE).
Veteran-Owned Business - Indicate whether your agency is a Veteran-Owned Business.
Erie County Employees - Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
Subcontractors - List all subcontractors that your agency does business with related to this service.

CONTACT PERSON INFORMATION

Name - Please list the name of the person who should be contacted regarding your proposal.
Telephone Number - Please list the phone number of the person who should be contacted regarding your proposal.
E-mail - Please provide the e-mail address for the person to be contacted regarding your proposal.

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES RFP COVERSHEET
RFP # 1807VF
Erie County Youth Bureau
2018 Summer Primetime Program RFP

Agency**:** _____

Address: _____

City/State/Zip: _____

Federal Employer ID# (FEIN): _____

501(c)(3) not-for-profit entity ID #: _____

Erie County Legislative District: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Total Program Budget: $_____

Total Amount Requesting From ECYB: $_____

Please check if proposing a youth detention facility program: _____

Please check if also applying for Say Yes Summer Camp: _____

Please check if planning to offer After-Hours programming: _____

Please check if planning workforce development program (SYEP): _____

Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President:

Print Name: _____

Signature: _____ Date: _____

(Board Chairperson/Executive Director, Town Supervisor, or other individual deemed appropriate)

Erie County Primetime Proposal Narrative

The Following Application Is For Community-Based and Detention Proposals. Please Note Agencies Applying For Detention Programming Should Fill Out Only Sections 1, 3, 4, 6-8. Please Refer to Section F of this Application for Information Pertaining to Detention Programs

1. **Organizational Mission:** Please provide the mission statement of your organization

2. **Target Population**: Please provide a realistic estimate of the total number and demographics of youth to be served.

- Number of young people to be served by proposed program: Male_____ Female _____

- Race/Ethnicity:

  Black/African-American ____ White/Caucasian ____

  Asian ____ Bi-Racial/Multi-Racial ____

  American-Indian/Alaskan-Native ____ Native Hawaiian/Other Pacific Islander ____

  Other *(Please specify)* ____

- Hispanic ____ Non-Hispanic ____

- Age range: ____

- Geographic location (community, neighborhood, etc.): _____

- Zip codes served: _____

- Legislative District(s) served: _____

- Based on the previous year's program, please give the retention rate of your youth participants: _____

- Please describe what experience your organization has in serving this population, what strategies will be used to attract and retain the expected number of participants, and how attendance will be tracked.
  (*Page Limit: ½ page*)

3. **Service Categories:** Due to the limited amount of funding available ***ONLY programs providing the below listed services*** as defined by the OCFS Life Areas Coding Document will be considered for funding. Three service areas pertaining to economic security and workforce development are prioritized for this funding cycle. Applications willing to develop and provide programs in this service category will receive additional points in the scoring of their proposal.

Work Readiness Supports	Year/Round Seasonal Activities
Career Development Supports	Healthy Lifestyles
Life Skill Supports	Academic Support Services
Alcohol and Substance Abuse Prevention	Youth Leadership/Empowerment Opportunities
Mentoring Supports	Juvenile Delinquency Prevention Services

Please note: If selecting either *Year/Round Seasonal Activities* which can be defined as purely a recreational program or *Academic Support Services* it is required that the applicant select a second service category in order to provide enrichment and diversity in programming.

4. **NYS Touchstone Life Areas**: The eligible service categories listed above are Services, Opportunities, and Supports as established by the NYS Office of Children and Family Services Touchstones Life Areas. These service categories can be found within the NYS OCFS Program Summary-Program Components (OCFS-5003) CODING DOCUMENT. When selecting a service category please refer to the specific program components listed in the coding document and most importantly the associated performance measures as all funded program will be required to report the identified outcome measurements at the end of the award year. A clear plan on how this data will be captured will help insure later success.

Please refer to the coding document included immediately following the Program Narrative section of this document beginning on page 18

5. **Program Description & Details**: **(*Page Limit: 1 page)***

- Program location/address: _____
- Exact days and hours of operation of the program (***In addition to including days and hours of operation in the space provided below, all applicants must attach a calendar or daily plan with times, locations, and specific activities***):

  _____

  Describe what extended hours, evening and/or weekend programing you will provide with this program, if any? (***Encouraged, but not required***):

  _____
- Exact length of time (weeks) youth will participate (***Minimum 6 weeks required***) : _____
- Will the program include enriching and/or educational field trips? _____

  If so, please list planned locations: _____
- Is this a pilot program? _____

  If not, how long has the program been operating? _____
- What is the direct staff to participant ratio? _____
- Please provide detailed information on program staffing including job titles, responsibilities, qualifications, and specific staffing levels.

6. **Program Narrative** **(*Page Limit: 2 pages)***

Please provide a detailed description of your proposed program. In addition to program elements specific to your proposal, please include information on the following components:

- How will the program serve youth in high-need and underserved neighborhoods and what specific elements of the program will target the needs of this population?
- Describe any and all partnerships and/or collaborations with other agencies/service providers/institutions that serve to create comprehensive positive youth development opportunities.
- How will the program seek to engage and partner with the surrounding community and in what ways will this engagement serve to mutually benefit and strengthen both the agency and community?
- Due to limited opportunities for Erie County Youth to engage in positive Youth Development Programs outside of the hours of traditional day programs the Erie County Youth Bureau and Youth Board are encouraging, where

appropriate, agencies to offer after-hours programing including weekends. ***Please describe if and how your program will provide after-hours services.***

- If your agency intends to operate a Say Yes Summer Camp program in addition to Erie County Summer Primetime please describe the how the two programs will align with and complement each other.
- If your agency intends to focus on workforce development and utilize Erie County Summer Youth Employment Program please describe how Primetime funding will support this workforce development opportunity.
- If this is a previously funded program, please specify what is new and/or different about your program this year compared to previous years. What have you learned from previous challenges and successes?

7. <u>Performance Measures</u>:

Please describe how the program has been measured in the past. Include actual numbers/data for this program's past performance (for at least the past year, if not a pilot program). Please demonstrate how data indicates young people benefit from program involvement and how data has been used to improve the program.

Additionally please describe a plan for capturing data required for reporting on the performance measures associated with the service category selected.

8. <u>Budget</u>: Please complete the following budget-related questions as well as the included OCFS 5005 budget form found on page 24. Only include budget information pertaining to the program for which you are requesting funding. <u>Please note</u>: the Erie County Youth Bureau will not support major equipment purchases for the Youth Development Programming program such as televisions, video game systems, etc.

- Please list other confirmed funding sources for this program. This should include foundation grants, public/government applicants, corporations, individuals, earned income, and/or your organization's contributions.

_____

- Please list any other pending funding sources to which you are applying for this program.

_____

- Please include the program's cost per student.

_____

- Are there **ANY** fees charged to program participants? If so, please provide a description of the cost, its purpose and include the total anticipated income under other revenue sources. Please also include and explain the process to accept youth whose family cannot afford to pay the program fee(s). ***(Documentation of a tiered payment or scholarship system for families experiencing economic hardship or who qualify for public assistance is a requirement to be considered for any award)***

_____

- Please list the percentage of your grant request that will go toward direct programming.

_____

- Please list your fiscal officer, including contact information.

_____

New York State
Office of Children and Family Services
QUALITY YOUTH DEVELOPMENT SYSTEM (QYDS)
Program Summary-Program Components (OCFS 5003)
CODING DOCUMENT

LIFE AREA - 1ES: ECONOMIC SECURITY

11 Goal: Youth will be prepared for their eventual economic self-sufficiency.
111 Objective: Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.
112 Objective: Young adults who can work will have opportunities for employment.
113 Objective: Youth seeking summer jobs will have employment opportunities.

Services, Opportunities, and Supports

0120. Work Readiness Supports: A program which develops a youth's capacity to move toward employment. Includes but is not limited to assisting youth with creating resumes, job seeking, interviewing, understanding employer and workplace expectations, positive work habits, job shadowing/unpaid internships, and understanding behaviors, attitudes, and skills necessary to compete in the labor market.

Performance Measures

How Much
- 0120A.1 # of youth enrolled in the program (unduplicated)

How Well
- 0120B.1 #/% of staff with training and/or certification in teaching work readiness skills

Better Off
- 0120C.1 #/% of youth obtaining a job
- 0120C.2 #/% of youth with improved workplace readiness skills

0121. Career Development Supports: A program to assist youth in making occupational or career decisions which includes, but is not limited to, evaluation of youth's abilities and interests, provision of information career/occupational materials or career fairs, establishment of career goals, and planning practical development activities geared towards attaining youth's career and occupational goals.

Performance Measures

How Much
- 0121A.1 # of youth enrolled in the program (unduplicated)

How Well
- 0121B.1 % of youth who completed the program
- 0121B.2 % of youth reporting satisfaction with the program

Better Off
- 0121C.1 # % of youth with increased understanding of career interests
- 0121C.2 # % of youth with defined career occupational objectives
- 0121C.3 # % of youth who can name one skill they learned in the program

0123. Life Skills Supports: Programs which seek to enhance the skills of youth in areas of self-care, daily living, personal finance and budgeting, managing interpersonal relationships, information technology, and any other topics that develops the skill set of youth to reach independence.

Performance Measures

How Much

- 0123A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0123B.1 # % of youth utilizing a life skills assessment tool
- 0123B.2 # % of youth attending all sessions of the program

Better Off

- 0123C.1 # % of youth demonstrating an increase in life skills

LIFE AREA - 2PEH: PHYSICAL AND EMOTIONAL HEALTH

21 Goal: Children and youth will have optimal physical and emotional health.

211 Objective: Children and youth will be physically fit.

212 Objective: Children and youth will be emotionally healthy.

213 Objective: Children and youth will be free from health risk behaviors (e.g., smoking, drinking, substance abuse, unsafe sexual activity).

214 Objective: Children and youth with service needs due to mental illness, developmental disabilities and/or substance abuse problems will have access to timely and appropriate services.

Services, Opportunities, and Supports

Services, Opportunities, and Supports

0231. Alcohol and Substance Abuse Prevention Services: School or community based programs that include events and strategies for aiding youth in making educated decisions concerning health risks. Programs might include alcohol/substance abuse prevention activities, smoking prevention/cessation workshops, or alcohol/substance abuse treatment.

Performance Measures

How Much

- 0231A.1 # of youth participating (unduplicated)

How Well

- 0231B.1 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)
- 0231B.2 % of youth completing the program

Better Off

- 0231C.1 # % of youth free of alcohol or substance abuse for 6 months (for programs having a duration of longer than 1 session)
- 0231C.2 # % of youth without repeated Juvenile Justice contact for 6 months after the program (for youth with current involvement with the Juvenile Justice system (PINS, Etc.)
- 0231C.3 # % of youth with reduced numbers of school disciplinary incidents for substance use (for youth with school disciplinary incidents for substance abuse)

0232. Year Round/Seasonal Activities: Programs that enable youth to be active and encourage physical fitness or activities which promote creative and pro-social group participation. They may be operated year round or during the summer months. Programs of this type might include yoga, Zumba, summer swim programs, or basketball, soccer, baseball camps, or organized group games as well as cultural, science, or pro-social enrichment activities for youth and their families (e.g., field trips).

Performance Measures

How Much

- 0232A.1 # of youth participating (unduplicated)

How Well

- 0232B.1 % Staff, volunteer or adult to youth ratio
- 0232B.2 % or programs with a code of conduct and/or have behavioral contracts signed for all youth
- 0232B.3 % of programs assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA).

Better Off

- 0232C.1 # % reporting they have improved their ability to socialize/interact with peers/family/other members of the community
- 0232C.2 # % of youth who attain/or improve on a skill and/or report an increase in knowledge/awareness
- 0232C.3 # % of youth who engage in 30 minutes of physical activity per program and youth report they feel better physically.

0233. Healthy Lifestyles: Programs that promote a healthy lifestyle leading to fitness, energy, and a reduced risk for disease. Programs may include those relating to nutrition and obesity prevention such as a community gardens, or programs regarding health education, sex education, and STD transmission prevention.

Performance Measures

How Much

- 0233A.1 # of youth participating (unduplicated)

How Well

- 0233B.1 Staff turnover rate
- 0233B.2 % of youth participating in program 3 times per week or more
- 0233B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0233C.1 # % of youth who increased physical fitness and activity
- 0233C.2 # % of youth who increased knowledge of reproductive health
- 0233C.3 # % of youth with increased knowledge of nutrition and exercise

LIFE AREA - 3ED: EDUCATION

31 Goal: Children will leave school prepared to live, learn and work in a community as contributing members of society.

311 Objective: Students will meet or exceed high standards for academic performance and demonstrate knowledge and skills required for lifelong learning and self-sufficiency in a dynamic world.

312 Objective: Students will stay in school until successful completion.

Services, Opportunities, and Supports

0311. Academic Support Services: Programs or services which provide resources to support a youth's optimal academic performance. These may include but are not limited to assisting youth with subject areas, science, technology, engineering, and Mathematics (STEM), homework help, basic literacy, and other academic supports.

Performance Measures

How Much

- 0311A.1 # of youth participating (unduplicated)

How Well

- 0311B.1 # of resources/supports available for each subject area
- 0311B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0311C.1 # % of youth with improved academic performance
- 0311C.2 # % of youth with improved skills or knowledge in the subject area listed

LIFE AREA 4CVC: CITIZENSHIP/CIVIC ENGAGEMENT

41 Goal: Children and youth will demonstrate good citizenship as law-abiding, contributing members of their families, schools and communities.

411 Objective: Children and youth will assume personal responsibility for their behavior.

412 Objective: Youth will demonstrate ethical behavior and civic values.

413 Objective: Children and youth will understand and respect people who are different from themselves.

414 Objective: Children and youth will participate in family and community activities.

415 Objective: Children and youth will have positive peer interactions.

416 Objective: Children and youth will make constructive use of leisure time.

417 Objective: Youth will delay becoming parents until adulthood.

418 Objective: Children and youth will refrain from violence and other illegal behaviors.

Services, Opportunities, and Supports

0420. Youth Leadership/Empowerment Opportunities: Programs that provide character education, leadership skills development and/or community/civic activities.

Performance Measures

How Much
- 0420A.1 # of youth participating (unduplicated)
- 0420A.2 # of community projects completed

How Well
- 0420B.1 % of participants returning to program the following year (if applicable)
- 0420B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off
- 0420C.1 # % of youth who continue on to an additional community engagement project beyond the program
- 0420C.2 # % of youth with increased leadership skills (as measured on a pre/post test of leadership skills) or skills empowering them in community engagement.

0421. Juvenile Delinquency Prevention Services: Such programs provide youth court, juvenile justice diversion services, juvenile aid bureau/officer, gang & violence prevention/intervention.

Performance Measures

How Much
- 0421A.1 # of youth participating (unduplicated)

How Well
- 0421B.1 % of youth completing mandated requirements
- 0421B.2 % of youth participating in non-mandated requirements
- 0421B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off
- 0421C.1 # % of youth who do not return to the Juvenile Justice System within 1 year
- 0421C.2 # % of youth with reduced high risk behaviors
- 0421C.3 # % of youth reporting increased knowledge of better choices (pertaining to laws).

LIFE AREA 6COM: COMMUNITY

61 Goal: New York State communities will provide children, youth and families with healthy, safe and thriving environments.

611 Objective: Adequate housing will be available.
612 Objective: Adequate transportation will be available.

62 Goal: New York State communities will provide children, youth and their families with opportunities to help them meet their needs for physical, social, moral and emotional growth.

621 Objective: Communities will make available and accessible formal and informal services (e.g., child care, parent training, recreation, youth services, libraries, museums, parks).

622 Objective: Adults in the community will provide youth with good role models and opportunities for positive adult interactions.

623 Objective: Communities will provide opportunities for youth to make positive contributions to community life and to practice skill development.
Services, Opportunities, and Supports

0628 Mentoring Supports: Programs which link youth to positive role models that are sustained over a period of time (generally more than 6 months). Mentoring can occur through traditional mentoring (one adult to one young person); group mentoring (one adult to as many as four young people), and team mentoring (several adults working with small groups of young people, in which the adult to youth ratio is not greater than 1:4.
Performance Measures

How Much
- 0628A.1 # of youth participating in the mentoring program (unduplicated)
- 0628A.2 # of mentors

How Well
- 0628B.1 % of mentors trained in positive youth development
- 0628B.2 % of mentor/mentee matches lasting longer than 6 months
- 0628B.3 % of youth expressing satisfaction with the program
- 0628B.4 average length of time youth wait to be matched with a mentor (in months)

Better Off
- 0628C.1 # % of youth showing improved confidence and caring

2018 PRIMETIME PROGRAM BUDGET

FISCAL YEAR: | | | | |

AGENCY/MUNICIPALITY:

PROGRAM TITLE: FUND TYPE:

FISCAL CONTACT INFORMATION:
Include Name, Phone Number, E-mail address:

PERSONAL SERVICES:

POSITION TITLE	RATE OF PAY	BASIS (H, W, BW, SM)	TOTAL OCFS PROGRAM AMOUNT (1)	TOTAL OCFS FUNDS REQUESTED FOR THIS PROGRAM
	$		$	
	$		$	
	$		$	
	$		$	
	$		$	
	$		$	
	$		$	
TOTAL SALARIES AND WAGES			$	$
TOTAL FRINGE BENEFITS			$	$
TOTAL PERSONAL SERVICES (1)			$	$

CONTRACTED SERVICES AND STIPENDS

TYPE OF SERVICE OR CONSULTANT TITLE	RATE OF PAY	BASE (S,M,HR)	TOTAL OCFS PROGRAM AMOUNT (1)	
	$		$	
	$		$	
	$			
TOTAL CONTRACTED SERVICES (2)			$	$
TOTAL MAINTENANCE & OPERATION (3)			$	$

LIST EQUIPMENT TO BE PURCHASED OR RENTED:
(UNIT COST OVER $500 AND LIFE EXPECTANCY OF OVER TWO YEARS)

FACILITY REPAIRS

PROGRAM SITE ADDRESS		
	$	
	$	
TOTAL FACILITY REPAIRS (4)	$	$

TOTAL OCFS PROGRAM AMOUNT	$	
TOTAL OCFS FUNDS REQUESTED		$

LIST OF OTHER FUNDING SOURCES		
	$	REIMBURSABLE TOTAL
	$	MUNICIPAL FUNDING
	$	OTHER SOURCES

PROGRAM BUDGET INSTRUCTIONS

1. QYDS ID – NUMBER ASSIGNED BY SYSTEM
2. FISCAL YEAR-INDICATE YEAR FOR WHICH FUNDS ARE BEING REQUESTED
3. AGENCY/MUNICIPALITY-COUNTY, CITY, VILLAGE, AN INDIAN RESERVATION OR SCHOOL DISTRICT (IF APPROVED) THAT IS APPLYING FOR STATE AID
4. PROGRAM TITLE-NAME OF PROGRAM RECEIVING FUNDING
5. FISCAL CONTACT INFORMATION-PERSONS TO CONTACT FOR QUESTIONS ON BUDGETING-CLAIMING AND VOUCHERING

PERSONAL SERVICES

POSITION TITLE	RATE OF PAY	BASIS (H, W, BW, SM)	TOTAL OCFS PROGRAM AMOUNT*
1	2	3	4

TOTAL FUNDS REQUESTED FOR THIS PROGRAM

6. LIST THE TITLE OF THE POSITION AS IT WILL BE CLAIMED
7. ENTER THE RATE OF PAYMENT AS IT IS ON THE PAYROLL, E.G. $100, $500, $5. (enter the highest rate for each title)
8. INDICATE THE SALARY BASIS AS IT IS ACTUALLY PAID, e.g. Hourly (H), Weekly (W), Biweekly (BW), Semimonthly(SM)
9. ENTER THE GROSS AMOUNT OF THIS PAYROLL LINE. Use an asterisk if OCFS reimbursement is not being requested.
10. ENTER THE TOTAL OF THIS COLUMN.
11. ENTER THE TOTAL AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL SALARIES AND WAGES	5	6
TOTAL FRINGE BENEFITS	7	8

12. ENTER THE TOTAL OF FRINGE BENEFITS BUDGETED FOR THIS PROGRAM. YDDP – CONTRACT AGENCIES ONLY
13. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED.
14. MOST PROGRAMS ARE LIMITED TO 25%. YDDP/RHYA – DO NOT USE

CONTRACTED SERVICES AND STIPENDS

TYPE OF SERVICE OR CONSULTANT TITLE	RATE	PAYMENT BASIS	TOTAL PROGRAM AMOUNT*
9	10	11	12

15. ENTER TYPE OR TITLE OF SERVICES, e.g. Accounting Firm, Speaker.
16. INDICATE RATE OF PAY
17. INDICATE PAYMENT BASIS e.g. Session (S), Monthly (M)
18. ENTER THE TOTAL COST FOR EACH LINE

TOTAL CONTRACTED SERVICES (2)	13	14

19. ENTER THE TOTAL OF THIS COLUMN
20. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL MAINTENANCE & OPERATION (3)	15	16

21. ENTER THE AMOUNT BUDGETED IN TOTAL FOR THIS PROGRAM.
22. ENTER THE AMOUNT FOR WHICH OCFS REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

LIST IN THE SPACE PROVIDED, EQUIPMENT PURCHASES AND RENTALS PLANNED FOR PROGRAM YEAR

FACILITY REPAIRS

PROGRAM SITE	
17	18

23. LIST EACH PROGRAM ADDRESS FOR WHICH FACILITY REPAIRS ARE BEING PLANNED
24. ENTER AMOUNT FOR EACH PROGRAM SITE. YDDP LIMIT - $500 PER SITE

TOTAL FACILITY REPAIRS (4)	19	20

25. ENTER THE TOTAL OF THIS COLUMN
26. ENTER THE AMOUNT FOR WHICH REIMBURSEMENT IS BEING REQUESTED. YDDP/RHYA – DO NOT USE

TOTAL OCFS PROGRAM AMOUNT		
TOTAL OCFS FUNDS REQUESTED		21

LIST OTHER FUNDING SOURCES		
	22	REIMBURSEABLE TOTAL
	23	MUNICIPAL FUNDING
	24	OTHER SOURCES

27. THIS AMOUNT SHOULD AGREE TO THE AMOUNT BEING REQUESTED FOR THIS PROGRAM.
28. THIS IS THE TOTAL OF BOX 21 LESS ASTERISKED ITEMS
29. ENTER TOTAL AMOUNT BEING PROVIDED TOWARDS THIS PROGRAM BY MUNICIPALITY
30. ENTER TOTAL AMOUNT BEING PROVIDED TOWARDS THIS PROGRAM BY OTHER SOURCES

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

_____

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A)

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____
Day of _____, 20__

LAW-1-INS (Rev. 3/12)

County of Erie Standard Insurance Certificate

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No. Ext)	FAX A/C No:
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	**NAIC #**
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	☐ HIRED AUTOS							$
	☐ NON-OWNED AUTOS							$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DEDUCTIBLE							$
	☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? **(Mandatory in NH)** If yes describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		DO NOT USE FOR WORKER'S COMP. FORM C-105., U-26.3, SI-12 OR CE-200 REQUIRED			☐ WC STATUTORY LIMITS- ☐ OTH ER-	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L.DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

County of Erie
95 Franklin St
Buffalo NY, 14202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

X. FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate

Purchase Order or Contact Number

Vendor Insurance Classification

RETURN TO: ECDSS SHARON SULLIVAN
95 Franklin St. ROOM 746
Buffalo, NY 14202

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.

II. CERTIFICATES OF INSURANCE

A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."

B. Coverage must comply with all specifications of the contract.

C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	$1,000,000 per occ.	$1,000,000 CSL	$1,000,000 CSL	$1,000,000	$1,000,000 CSL	$1,000,000	$1,000,000 CSL
General Aggregate	$2,000,000						
Products Comp. Ops.	$2,000,000						
Blanket Broad Form	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Contractual Liability							
Broad Form P.D.							
X.C.U.							
Liquor Law				INCLUDE			
Auto Liab.	$1,000,000 CSL		$1,000,000 CSL	$1,000,000 CSL	$1,000,000 CSL	$1,000,000 CSL	$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	$5,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000	$1,000,000
Worker's Compensation	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
& Employer's Liability							
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			$5,000,000				
Erie County To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

V. Construction contracts require excess Umbrella Liability limits of $5,000,000.

VI Coverage must be provided on a primary-non contributory bases.

VII. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.

VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

IX. Transportation of people in buses, vans or station wagons requires $5,000,000 excess liability.

X Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.

Locations of operation shall be "All locations in Erie County, New York."

For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. It will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

XI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.