



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

To Provide Services for Individuals and Families that are
Homeless or at Risk of Homelessness --
Erie County HOME Consortium

RFP #1306VF

February 28, 2013

**DIANE A. CADLE
ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET, 10TH FLOOR
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP #1306VF

**To Provide Services for Persons that are Homeless and At Risk of Homelessness
Erie County HOME Consortium**

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal from qualified organizations/firms interested in providing housing relocation and stabilization services for individuals and families that are homeless or at risk of becoming homeless in the Erie County HOME Consortium. Proposers interested in providing said services are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, 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. The County reserves the right 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. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

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

Issue RFP:	February 28, 2013
Optional Pre-Proposal Meeting	March 14, 2013
Proposals Due:	April 8, 2013
Selection Made:	Thirty (30) days following due date
Contract Signed:	Following all necessary County approvals

B. 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. One (1) original and five (5) copies shall be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

Diane A. Cadle, Senior Housing Specialist
Erie County Department of Environment and Planning
Edward A. Rath County Office Building
95 Franklin Street, Room 1055
Buffalo, New York 14202

All proposals must be delivered to the above office on or before April 8, 2013 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

4. Requests for clarification of this RFP must be written and submitted to Diane Cadle at Edward A. Rath County Office building, 95 Franklin Street, Room 1055, Buffalo, NY 14202; Diane.Cadle@erie.gov; (716) 858-6927 no later than 4:00 on March 22, 2013. Formal written responses will be distributed by the County on or before March 28 2013. **NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.**
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. 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.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.
9. Proposers are encouraged to attend the optional pre-proposal meeting which will be held at 2:00 p.m. on March 14, 2013 at 95 Franklin Street, Room 1004, Buffalo, NY 14202.

10. Fee: Each response shall include a lump sum fee for services.

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

Reference should be made to Schedule A of this RFP for the required Scope of Services.

IV. 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 of Erie 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 of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie 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 the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its 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 Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie 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 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 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 a 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

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP. This will include the agency plan for publicity and outreach to minimize public awareness of the availability of services.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.

- MBE/WBE Participation
- Past performance when undertaking work for the Erie County Department of Environment and Planning.
- Miscellaneous
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "B". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- 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.

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **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 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 one (1) year period commencing June 1, 2013 and termination May 31, 2014. The County, in its sole discretion may extend the agreement beyond the initial term for up to one (1) additional one-year period at the same prices and conditions.

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 Agency agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Agency 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 Agency or third parties under the direction or control of the Agency; 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 insurance coverage.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

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 of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent 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.”

and

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 180 days from the proposal date.

SCHEDULE A

SCOPE OF SERVICES

ERIE COUNTY

2013 EMERGENCY SOLUTIONS GRANT PROGRAM

REQUEST FOR PROPOSALS

The Erie County Department of Environment and Planning is accepting proposals from non-profit organizations for the Erie County Emergency Solutions Grant Program (ESG). The ESG Program shall provide housing relocation and stabilization services to individuals and families that are homeless or at risk of becoming homeless. The Program will also include financial assistance for rent, security deposits, utilities costs and other eligible costs required to assist program clients in becoming stably housed. The target population includes victims of domestic violence, families with children and youths between the ages of 16 to 25 that are homeless or at risk of becoming homeless and resides or recently resided in the Erie County HOME Consortium communities. (See Attached Map)

- A. **Amount Available:** The Department is soliciting proposals for amounts up to approximately \$80,000 for housing relocation and stabilization services for individuals and families that are homeless or at risk of becoming homeless. The Department set aside approximately \$190,000 of ESG fund for financial assistance activities. The \$190,000 is not part of this RFP but will be available to provide financial assistance related to housing for the ESG Program clients.
- B. **Funding Source:** Federal funds under the Emergency Solutions Grant Program as authorized by the McKinney-Vento Homeless Assistance Act. The 2013 ESG program is governed by the Interim Rule published in the Federal Register on December 5, 2011. For a copy, contact Diane Cadle at 858-6927.
- C. **Eligible Applicants:** Private non-profit organizations which may be a secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1988 which:
- (1) is exempt from taxation under Subtitle A of the Code
 - (2) has an accounting system and a voluntary board
 - (3) practices non-discrimination in the provision of assistance
 - (4) provides or proposes to provide emergency shelter to the homeless or provide services to prevent homelessness to individuals at risk of becoming homeless. Emergency shelter means any facility which the primary purpose is to provide temporary or transitional shelter for the homeless. This does include day centers, drop-in shelters, and similar facilities.

- D. **Target Population:** Individual and families that are homeless or at risk of homelessness (See attachment A - HUD Definitions of Homeless and At Risk of Homelessness) and are victim of domestic violence, single parent with children or youth between the age of 16 to 25. The program activities are to serve homeless and at risk of homelessness individuals and families that resides or recently resided in one of the municipalities that are part of the Erie County HOME Consortium (HOME) (See map – Attachment B).
- E. **Eligible Activities:** Housing relocation and stabilization activities to assist individuals and families that meet the Federal HUD definition for homeless or at risk of homeless (See Attachment A for HUD Homeless definitions) may be funded with the County ESG funds. The following activities are eligible for funding under the ESG Program:

Housing Relocation and Stabilization Services

- (1) **Housing Search and Placement.** Eligible costs:
 - ✓ Assessment of housing barriers, needs and preferences
 - ✓ Development of an action plan for locating housing
 - ✓ Housing search and outreach to and negotiation with owner
 - ✓ Assistance with submitting rental applications and understanding leases
 - ✓ Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
 - ✓ Assistance with obtaining utilities and making moving arrangements
 - ✓ Tenant counseling
- (2) **Housing Stability Case Management:** Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. Eligible costs:
 - ✓ Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation
 - ✓ Counseling
 - ✓ Developing, securing and coordinating services including Federal, state, and local benefits
 - ✓ Monitoring and evaluating program participant progress
 - ✓ Providing information and referrals to other providers
 - ✓ Developing an individualized housing and service plan
- (3) **Mediation:** Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside. Eligible costs:
 - ✓ Time and/or services associated with mediation activities
- (4) **Legal Services:** Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing. Eligible costs:
 - ✓ Hourly fees for legal advice and representation
 - ✓ Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
 - ✓ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - ✓ Filing fees and other necessary court costs
 - ✓ Subrecipient's employees' salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself

Legal Representation and advice may be provided for:

- ✓ Landlord / tenant matters
- ✓ Child support
- ✓ Guardianship
- ✓ Paternity
- ✓ Emancipation
- ✓ Legal separation
- ✓ Resolution of outstanding criminal warrants
- ✓ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- ✓ Appeal of veterans and public benefit claim denials

The services must be necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing.

- (5) Credit Repair: Services necessary to assist program participants with critical skills related to household budgeting, managing money, assessing a free personal credit report, and resolving personal credit problems. * Eligible costs:
- ✓ Credit Counseling
 - ✓ Other related services

* Assistance cannot include the payment or modification of a debt.

- (6) Issuance of ESG checks (financial assistance) to third-party providers such as landlords, movers, utility companies, etc.

• **Requirements and Restrictions**

- Participants must meet with a case manager at least once a month for the duration of assistance, *except where funding under VAWA or FVSP prohibits the recipient or subrecipient from making shelter or housing conditional upon the receipt of services.*
- Participants must be assisted, as needed, in obtaining:
 - Appropriate supportive services like medical or mental health treatment or services essential for independent living
 - Mainstream benefits like Medicaid, SSI, or TANF

F. Applicant Requirements:

- (1) The agency must match the ESG funds provided by the County with an equal amount of funds. The matching funds can be in the form of cash contributions, in-kind contributions or a combination. In-kind services are eligible (e.g. value of any donated material or building; value of any lease on a building; any salary paid to staff to carry out the program; volunteer services to carry out the program).
- (2) The agency must be able to meet Classification C under County of Erie's insurance requirement (go to www.erie.gov/growing_your_business for requirements). This is flexible, however, depending on the proposal submitted. (See Schedule C of RFP
- (3) The applicant must comply with all County and Federal requirements.

- (4) The applicant must submit general information describing the Organization's existing or proposed program relative to the homeless including physical facilities and support services.

G. How to Apply: Submit one (1) original and five (5) copies of the application along with required documentation no later than 4:00 pm, April 8, 2013 to:

Erie County Department of Environment and Planning
Ms. Diane A. Cadle, Senior Housing Specialist
Edward A. Rath County Office Building
95 Franklin Street – Room 1055
Buffalo, New York 14202

Incomplete applications will not be considered for funding. Your application may be funded at the requested amount or at a reduced level. Because of this reason you should consider a submission which reflects project development stages so that partial funding would still bring about tangible results.

H. Contact Person:

**Ms. Diane A. Cadle, Senior Housing Specialist
Erie County Department of Environment and Planning
Edward A. Rath County Office Building
95 Franklin Street – Room 1055
Buffalo, New York 14202 Tel. No. (716) 858-6927**

I. Deadline for Applications: 4:00 P.M., April 8, 2013

J. Time frame uses of Emergency Solutions Grant Funds: All funds are expected to be expended within 12 months of the executed contract date.

K. Evaluation Criteria: All applications will be reviewed by a review committee made up of representatives from various County departments and individuals familiar with homeless services. The review committee will use evaluation criteria to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the ability to respond to each criterion element. Funding decisions will be based on the total points that an application receives, along with the available resources in the requested activity category.

Criterion Element

1. Approach

Maximum Points – 45

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach and service the consortium population (see Attachment B).

	Criterion Element	Points Per Element
A	Proposal describes project activities that will address the identified need and population; identifies the communities for which the service will be provided; and specifies the number of people or communities each activity will serve.	0-10
B	Proposal clearly describes a clear and reasonable work plan for how the program will be implemented, operated and administered and provides a realistic timeline to initiate and complete project activities.	0-10
C	Proposal demonstrates a cooperative or collaborative service delivery approach to maximize service delivery, achieve efficiencies, and minimize duplication.	0-15
D	Target population the proposed project serves. (unmet needs)	0-5
E	Proposal utilizes homeless individuals to carry out program activities.	0-5

2. Outcomes

Maximum Points – 25

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified unmet need and project approach; and the outcome will have a significant and positive impact on the population and/or the community affected by the unmet need.

	Criterion Element	Points Per Element
A	Proposal identifies outcomes that are consistent with the identified unmet need and project approach described in the Erie County HOME Consortium Consolidated Plan.	0-10
B	Proposed outcomes are reasonable for the scope of the project and can be accomplished in the contract period.	0-5
C	Proposal demonstrates that the outcomes will significantly improve the homeless quality of life, and at risk of homelessness population.	0-10

3. Organizational Capacity

Maximum Points – 15

The proposal demonstrates the applicant’s organizational skills, experience, and resources necessary to implement and manage the project.

	Criterion Element	Points Per Element
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A	Proposed project will have the project, management, and fiscal staff resources (including consultants and/or volunteers) with skills, experience, and/or appropriate credentials to administer and conduct an accountable and responsible project. Proposed project will have, or has, access to facilities, equipment, materials, and other physical resources to effectively conduct the project.	0-4
B	Proposal provides documentation of an acceptable and accountable fiscal management system.	0-4
C	Applicant's previous experience in serving the homeless.	0-7

4. **Budget and Budget Justification**

Maximum Points – 15

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project.

	Criterion Element	Points Per Element
A	Proposed budget clearly describes all costs for the project.	0-4
B	Proposed budget is reasonable for the project.	0-4
C	Applicant demonstrates the ability to provide the necessary match for the proposed project.	0-7

K. Miscellaneous: Erie County reserves the right to reject any or all proposals.

ATTACHMENT A

HUD DEFINITIONS FOR HOMELESSNESS AND AT RISK OF HOMELESSNESS

There are four Categories of HUD definitions for homeless:

1. Category 1 – Literally Homeless -- Individual or family who lacks a fixed, regular, and adequate nighttime residence.

An individual or family:
 - (A) That has a primary nighttime residence that is a public or private place not meant for human habitation
 - (B) That is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - (C) That is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

2. Category 2 -- Imminent Risk of Homelessness – Individual or family who will imminently lose their primary nighttime residence, provided that:

The individual or family:
 - (A) Residence will be lost within 14 days of the date of application for homeless assistance;
 - (B) Has no subsequent residence has been identified; and
 - (C) Lacks the resources or support networks needed to obtain other permanent housing

3. Category 3 – Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

The youth or families with children and youth:
 - (A) Are defined as homeless under the other listed federal statutes;
 - (B) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - (C) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
 - (D) Can be expected to continue in such status for an extended period of more during in the preceding 60 days; and
 - (E) Can be expected to continue in such status for an extended period of time due to special needs or barriers.

4. Category 4 – Fleeing/Attempting to Flee Domestic Violence

Any individual or family who:

(A) Is fleeing, or is attempting to flee, domestic violence;

(B) Has no other residence; and

(C) Lacks the resources or support networks to obtain other permanent housing.

There are three categories for HUD definition for At-Risk of Homelessness:

1. Individuals and families who:

(A) Have annual incomes **below 30%** of area median income; and

(B) Do not have sufficient resources or support networks immediately available to prevent literal homelessness; **and**

(C) Meet at least one of the following 7 conditions:

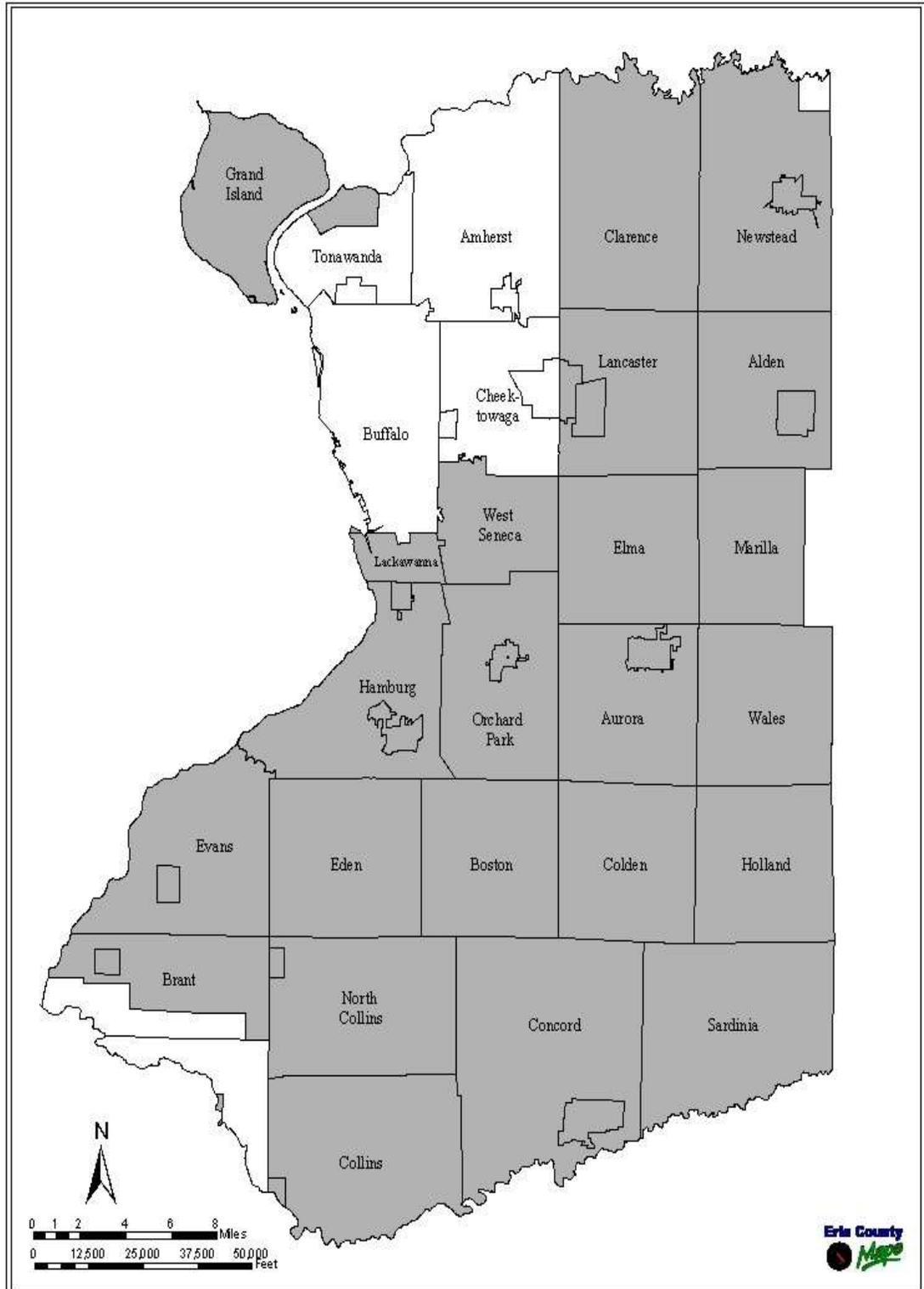
- Moved two or more times due to economic reasons in 60 days prior to application for assistance
- Living in home of another due to economic hardship
- Losing housing within 21 days after application date
- Live in hotel/motel not paid for by charitable organizations or Federal, State or local government programs
- Lives in severely overcrowded unit as defined by the US Census Bureau
- Exiting publicly funded institution or system of care
- Lives in housing associated with instability and increased risk of homelessness, per Erie County Consolidated Plan

2. Category 2 – Unaccompanied children and youth who qualify under other federal statutes

3. Category 3 – Children and youth who qualify under the Education for Children and Youth program (725(2) McKinney-Vento Act) and the parents or guardians of that child /youth if living with him/her.

ATTACHMENT B

Erie County HOME Consortium Map



Map Prepared by the Erie County
 Department of Environment & Planning
 Office of GIS, May 2005

Basemap Copyrighted by the
 New York State Department of Transportation

Erie County, New York
2005 HOME Consortium

- Area not in the HOME Consortium
- Area within the HOME Consortium

SCHEDULE "B"

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 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 of Erie for the required services. The undersigned agrees and understands that the County of Erie 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 of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie 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 of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie 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

SCHEDULE "C"

STANDARD INSURANCE PROVISIONS

County of Erie Standard Insurance Certificate



LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I Insured Name Address Zip Phone No.	III Companies Affording Coverages
	A
	B
	C
II Issuing Agency Name Address Zip Phone No.	D

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form <p style="text-align: center;">OR</p> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form <p style="text-align: center;">OR</p> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____

FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
 - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. 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
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							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.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	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

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.
 ** Snow removal contracts require evidence of broad form property damage.
 *** 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.
 **** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.
 V. In some circumstances 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.
 VI. 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.



ERIE COUNTY

Issue Date: February 28, 2013	Request for Proposal Number: (Staff will complete)	For: FY 2013 Emergency Solutions Grant Funding
Department: Environment and Planning	Date/Time of Closing: April 8, 2013 4:00 PM	Contact Person: Diane Cadle 716-858-6927 diane.cadle@erie.gov

ERIE COUNTY EMERGENCY SOLUTIONS GRANT FUNDS

FISCAL YEAR 2013

SIGN BELOW. UNSIGNED COVERSHEETS WILL NOT BE ACCEPTED.

REQUEST: \$ _____

Organization Name: _____

Address: _____

Contact Person: _____ Telephone: _____ Fax: _____

E-mail: _____

Project Site Address _____

SIGN BELOW: PROPOSALS WITH AN UNSIGNED COVERSHEET WILL NOT BE CONSIDERED

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data regarding need, and estimates of planned/delivered services. This proposal was considered and approved for submission by the Board of Directors on _____(date). By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Erie County and subsequent contract award.

Executive Director – Signature Date

Chair, Board of Directors Date

Deadline: All proposals must be received by April 8, 2013 to be considered for this funding

Erie County Department of Environment and Planning
Ms. Diane A. Cadle, Senior Housing Specialist
Edward A. Rath County Office Building
95 Franklin Street, Room 1055
Buffalo, New York 14202

1. **Project Title:** _____

2. **Funding Request:** _____

3. **Organization Name:**

4. **Organization Address:**

5. **Federal Tax ID #:** _____ **Duns #:** _____

6. **Describe in detail the proposed project for which you are requesting funds.** Refer to Schedule A Scope of Services for eligible activities.

All applications should include the following information:

Target Population

Please describe the program target population which you will serve.

Need Narrative

Please describe what local needs and service gaps this program seeks to fill or currently fills. Be sure to note any supporting evidence for this need. This should be specific to the proposed service area. (See attachment C - map for eligible area)

Program Description

Please describe the proposed program. Be sure to include details on the following:

- Outreach methods;
- Details of the types of assistance and services that will be provided to the individuals / households in the program;
- Explain specific screening processes that will be used;
- Details on the length of the program;
- Explain how the program will shorten the length of time that households are homeless (on streets, in emergency shelter, transitional housing and/or prevent homelessness)
- How service will be coordinated with other programs within the agency and within the larger community (including mainstream services);
- Program outcomes (projected); and
- If applicable, explain how the program will prevent homelessness.

Collaboration

Please describe the key collaborations (current and/or proposed) specific to this program.

Organizational Capacity

Please describe your agency's capacity to provide homeless and/or homeless prevention services.

7. **HMIS Current Capacity and Plans**

Describe in detail your agency's current and proposed levels of HMIS capacity.

8. **Program budget request and performance**

➤ **Homeless**

ESG Specific Program Request - Housing Relocation and Stabilization Services for Homeless Individuals and Families:

If applying for services to assistance the homeless, complete this section of the application.

BUDGET SPECIFIC REQUEST for Homeless			
Expenses	ESG Request	Other Funds	Total
Facility costs – service provision location	\$.	\$.	\$.
Staff	\$.	\$.	\$.
Legal Services	\$.	\$.	\$.
Landlord Mediation	\$.	\$.	\$.
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the budget request. Be sure to provide appropriate details including explanation of “other” expenses, details of staffing costs for the program, and source and status of other funding. For example, if the request will include ESG for staff, please explain staff job duties, number of hours work and etc. specifically targeted to the operation of the program.

Performance – Homeless Individuals and Families

In the chart below please provide the program projected numbers of homeless individuals and households to be served over a 12 month period.

	Individuals	Households
Projected Numbers		

Explain any obstacle that would prevent the agency from reaching the above goals.

➤ **Prevention**

ESG Specific Program Request - Housing Relocation and Stabilization Services for Individuals and Families at Risk of Homelessness

If applying for prevention services, complete this section of the application.

BUDGET SPECIFIC REQUEST for Prevention			
Expenses	ESG Request	Other Funds	Total
Facility costs – service provision location	\$.	\$.	\$.
Staff	\$.	\$.	\$.
Legal Services			
Landlord Mediation			
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the prevention services request. Be sure to provide appropriate details including explanation of “other” expenses, details of staffing costs for the program, and source and status of other funding. For example, if the request will include ESG for staff, please explain the staff job duties, number of hours work and etc. specifically targeted to the operation of the program.

Performance – Prevention Services

In the chart below please provide the program projected numbers of at risk of homelessness individuals and households to be served over a 12 month period.

	Individuals	Households
Projected Numbers		

Explain any obstacle that would prevent the agency from reaching the above goals.

9. Matching Funds

If this project is funded, the County of Erie will enter into contract with your agency for the County’s Emergency Solutions Grant Funds for the period of June 1, 2013 to May 31, 2014. The agency will be required to provide a dollar to dollar match for ESG funds received from the County. The match must be from the agency homeless programs and/or other eligible funds for the same period of the ESG contract. State how the agency plans to meet this requirement.

Provide documentation showing the source of the match.

OUTCOMES FRAMEWORK

Agency:

Program:

*Describe the **specific need** that is being addressed by this program:*

*Describe the **specific target** group that is served in this program:*

Outcome	Indicators	Relevant Clients for the Indicator	Performance Target	Data Source	Methods

OUTCOMES FRAMEWORK (continued)

Agency:

Program:

Outcome	Indicators	Relevant Clients for the Indicator	Performance Target	Data Source	Methods

APPLICATION CHECKLIST

- Sign and date the application certification on page 1.**
- Comply with eligibility requirements.
- Enclose **5 complete copies** of the application including:
 - 5 copies of the **Application Form**.
 - 1 copy of your organization's **Not For Profit Documentation**.
 - 5 copies of a **Current Financial Audit**.
 - 1 copy of your current **Federal Tax form 990**.
 - 5 copies of your **Current Board of Directors Roster**.
 - 5 copies of your **FY 2013 (current) Organization-Wide Budget**.
 - 5 copies of **Collaborative Agreement or Letter** (if applicable)
 - Outcome Logic Model** for all program activities.