



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

RFP #1208VF

To Provide Emergency Shelter for the Homeless and Services
to Prevent Homelessness –
Erie County Community Development Block
Grant Consortium

February 16, 2012

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

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

RFP #1208VF

**To Provide Services for Persons that are Homeless and at Risk of Homelessness
Erie County Community Development Block Grant Consortium**

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal from qualified organizations/firms interested in providing emergency shelter, outreach services and housing for homeless individuals and families and services to prevent homelessness to residents in the Erie County Community Development Block Grant 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 16, 2012
Optional Pre-Proposal Meeting	February 28, 2012
Proposals Due:	March 16, 2012
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 March 16, 2012 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 8, 2012. Formal written responses will be distributed by the County on or before March 14, 2012. **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 February 28, 2012 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. 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.



ERIE COUNTY

Issue Date: February 16, 2012	Request for Proposal Number: (Staff will complete)	For: FY 2012 & 2013 Emergency Solutions Grant Funding
Department: Environment and Planning	Date/Time of Closing: March 16, 2012 4:00 pm	Contact Person: Diane Cadle 716-858-6927 diane.cadle@erie.gov

ERIE COUNTY EMERGENCY SOLUTIONS GRANT FUNDS FISCAL YEARS 2011 & 2012

SIGN BELOW. UNSIGNED COVERSHEETS WILL NOT BE ACCEPTED.

REQUEST: Fiscal Years 2011 and 2012 \$ _____

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 March 16, 2012 to be considered for this funding

Erie County Department of Environment and Planning
Ms. Diane A. Cadle, Senior Housing Specialist
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 the applicant workbook for eligible activities. Include how project will be implemented, target population, services to be provided, recruitment of clients, how clients will benefit, and the outcomes to be achieved. If project includes rehabilitation work, include the need for the rehabilitation work and contractor estimates for the proposed work.

ESG Specific Program Request – Emergency Shelter

If applying for emergency shelter complete this section of the application

EMERGENCY SHELTER SPECIFIC REQUEST			
Expenses	ESG Request	Other Funds	Total
Rent (units / facility)	\$.	\$.	\$.
Maintenance	\$.	\$.	\$.
Utilities	\$.	\$.	\$.
Staff	\$.	\$.	\$.
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the emergency solutions operation ESG 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 rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2012-2013) including all expenses and funding sources must be submitted with this application.

Numbers Served – Emergency Shelter

This section should be completed for emergency shelter applications. In the chart below please provide the program projected numbers served for 2012 – 2013 and the actual numbers served in 2011.

	Individuals	Households
Projected Numbers Served (2012-2013)		
Actual Numbers Served (2011)		

Please explain any significant differences from year to year:

Current Program Capacity – Emergency Shelter

	Number of Individual Beds	Number of Annual Bed Nights
(2012) Capacity		

Explanation:

Current Program Utilization – Emergency Shelter

	Average Daily Number of Individual Served (2011) Actual	Average Daily Number of Individual Served (2012-2013) Anticipated
Utilization		

Explanation:

ESG Specific Program Request – Transitional Housing

If applying for transitional housing complete this section of the application.

TRANSITIONAL HOUSING SPECIFIC REQUEST			
Expenses	ESG Request	Other Funds	Total
Rent (units / facility)	\$.	\$.	\$.
Maintenance	\$.	\$.	\$.
Utilities	\$.	\$.	\$.
Staff	\$.	\$.	\$.
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the transitional housing operation ESG 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 rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2012-2013) including all expenses and funding sources must be submitted with this application.

Numbers Served – Transitional Housing

This section should be completed for transitional housing applications. In the chart below please provide the program projected numbers served for (2012-2013) and the actual numbers served in 2011.

	Individuals	Households
Projected Numbers Served (2012-2013)		
Actual Numbers Served (2011)		

Please explain any significant differences from year to year:

Current Program Capacity – Transitional Housing

	Number of Individual Beds	Number of Annual Bed Nights
(2012) Capacity		

Explanation:

Current Program Utilization – Transitional Housing:

	Average Daily Number of Individual Served (2011) Actual	Average Daily Number of Individual Served (2012-2013) Anticipated
Utilization		

Explanation:

ESG Specific Program Request – Rapid Re-Housing

If applying for rapid re-housing, complete this section of the application.

RAPID RE-HOUSING SPECIFIC REQUEST			
Expenses	ESG Request	Other Funds	Total
Facility costs – service provision location	\$.	\$.	\$.
Financial Assistance	\$.	\$.	\$.
Staff	\$.	\$.	\$.
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the rapid re-housing (including transition-in-place) 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 rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2012-2013) including all expenses and funding sources must be submitted with this application.

Numbers Served – Rapid Re-Housing

This section should be completed for rapid re-housing applications. In the chart below please provide the program projected numbers served for 2011-2012 and 2012-2013 and the actual numbers served in 2011.

	Individuals	Households
Projected Numbers Served (2012-2013)		
Actual Numbers Served (2011)		

Please explain any significant differences from year to year:

ESG Specific Program Request – Prevention

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

PREVENTION SPECIFIC REQUEST			
Expenses	ESG Request	Other Funds	Total
Facility costs – service provision location	\$.	\$.	\$.
Financial Assistance	\$.	\$.	\$.
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 rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2011-2012 and 2012-2013) including all expenses and funding sources must be submitted with this application.

Numbers Served – Prevention Services

This section should be completed for prevention application. In the chart below please provide the program projected numbers served for 2012-2013 and the actual numbers served in 2011.

	Individuals	Households
Projected Numbers Served (2012-2013)		
Actual Numbers Served (2011)		

Please explain any significant differences from year to year:

ESG Specific Program Request – Street Outreach

If applying for homeless services, complete this section of the application. Please note that homeless services applications must submit an outcome logic model of their program.

STREET OUTREACH REQUEST			
Expenses	ESG Request	Other Funds	Total
Facility costs – service provision location	\$.	\$.	\$.
Transportation	\$.	\$.	\$.
Emergency Health Service	\$.	\$.	\$.
Emergency Mental Health Service	\$.	\$.	\$.
Staff Cost	\$.	\$.	\$.
Other	\$.	\$.	\$.
Administration	\$.	\$.	\$.
Total	\$.	\$.	\$.

Explanation:

In this space provide an explanation of the homeless/outreach 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 sources. For example, if the request will include ESG for rent expenses please explain how rent is specifically used in the operation of the program. Note: a detailed current and proposed program budget (2011-2012 and 2012-2013) including all expenses and funding sources must be submitted with this application.

Numbers Served – Homeless Services

This section should be completed for all homeless services applications. In the chart below please provide the program projected numbers served for 2011-2012 and 2012-2013 and the actual numbers served in 2011-2012.

	Individuals	Households
Projected Numbers Served (2012-2013)		
Actual Numbers Served (2011)		

Please explain any significant differences from year to year:

All applications should include the following information:

Target Population

Please describe the program target population.

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.

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 triage and 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 (current and/or 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 prevention services.

HMIS Current Capacity and Plans

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

7. 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, 2012 to May 31, 2013. 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 program and 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.

Complete one form for each program activity for which you are requesting funding.

Program Name: (required for homeless services proposals)

LOGIC MODEL

**Longer term
Or
Ultimate
Outcomes**



**Intermediate
Outcomes**



**Initial
Outcomes**



Outputs

Activities

Inputs

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 2012 (current) Organization-Wide Budget**.
 - 5 copies of **Collaborative Agreement or Letter** (if applicable)
 - Outcome Logic Model** for all program activities.

SCHEDULE A

SCOPE OF SERVICES

ERIE COUNTY 2012 EMERGENCY SOLUTIONS GRANT PROGRAM REQUEST FOR PROPOSALS

The Erie County Department of Environment and Planning is accepting proposals for projects which provide housing and outreach services for homeless persons and prevention services for persons at risk of homelessness in the Erie County Community Development Block Grant Consortium (CDBG). The CDBG does not include the City of Buffalo, the Towns of Amherst, Tonawanda, Cheektowaga and Hamburg, and the villages within these Towns. (See map – Attachment A)

- A. **Amount Available:** The Department is soliciting proposals for amounts up to approximately \$287,020. Proposals can be submitted for amounts more than the \$287,020 figure; however, the applicant will be responsible for financing the excess amount.
- B. **Funding Source:** Federal funds under the Emergency Solutions Grant Program as authorized by the McKinney-Vento Homeless Assistance Act. The 2012 ESG program is governed by the Interim Rule published in the Federal Register on December 5, 2012. 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. **Eligible Activities:** Activities to be funded under this RFP must be located in the Erie County Community Development Block Grant Consortium (CDBG) or 75% of the agency program participants must currently be from the CDBG communities. (See map – Attachment A). The following activities are eligible for funding may be funded under the ESG Program:
- (1) *Street Outreach*
- **Eligible Program Participants:** Unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of “homeless”. (See Federal Regulations December 5, 2011 Part 91.5)
 - **Overview of Eligible Activities:** Essential services* to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other

such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

* Essential services must be included under the street outreach component in the interim rule to be eligible costs with ESG funds.

- **Eligible Costs**

- ❖ Engagement: Activities to locate, identify and build relationships with **unsheltered homeless people** for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible costs:
 - ✓ Initial assessment of needs and eligibility
 - ✓ Providing crisis counseling
 - ✓ Addressing urgent physical needs
 - ✓ Actively connecting and providing info and referral
 - ✓ Cell phone costs of outreach workers

- ❖ Case Management: Assessing housing and service needs, and arranging / coordinating / monitoring the delivery of individualized services. Eligible costs:
 - ✓ Using the centralized or coordinated assessment system
 - ✓ Initial evaluation / verifying and documenting eligibility
 - ✓ Counseling
 - ✓ Developing / securing /coordinating services
 - ✓ Helping obtain Federal, state, and local benefits
 - ✓ Monitoring / evaluating participant progress
 - ✓ Providing information and referral to other providers
 - ✓ Developing an individualized housing / service plan

- ❖ Emergency Health Services: Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs:
 - ✓ Assessing participants' health problems and developing treatment plans
 - ✓ Assisting participants to understand their health needs
 - ✓ Providing or helping participants obtain appropriate emergency medical treatment
 - ✓ Providing medication and follow-up services

- ❖ Emergency Mental Health Services: Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility. Eligible costs:
 - ✓ Crisis interventions
 - ✓ Prescription of psychotropic medications
 - ✓ Explain the use and management of medications
 - ✓ Combinations of therapeutic approaches to address multiple problems

- ❖ Transportation: Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. Eligible costs:
 - ✓ Transporting unsheltered people to emergency shelters or other service facilities
 - ✓ Cost of a participant's travel on public transit
 - ✓ Mileage allowance for outreach workers to visit participants

- ✓ Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle
- ✓ Costs of staff to accompany or assist participants to use public transportation
- ❖ Services of Special Populations: Otherwise eligible Essential Services that have been tailored to address the special needs of **homeless youth, victims of domestic violence** and related crimes / threats, and/or **people living with HIV / AIDS** who are literally homeless. Eligible costs:
 - ✓ Engagement
 - ✓ Case Management
 - ✓ Emergency Health Services
 - ✓ Emergency Mental Health Services
 - ✓ Transportation
- **Minimum Period of Use:** Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.

(2) *Emergency Shelter*

- **Eligible Program Participants:** Individuals and families who are homeless.
- **Overview of Eligible Activities:** Essential services to persons in emergency shelters*, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.

* Essential services must be included under the emergency shelter component in the interim rule to be eligible costs with ESG funds.

- **Eligible Costs**
 - ❖ Essential Services: Services provided to individuals and families who are in an emergency shelter.
 - ❖ Case Management: Assessing, arranging, coordinating, monitoring individualized services. Eligible costs:
 - ✓ Using the centralized or coordinated assessment system
 - ✓ Initial evaluation including verifying and documenting eligibility
 - ✓ 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
 - ✓ Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
 - ✓ Developing an individualized housing and service plan
 - ❖ Child Care: Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18. Eligible costs:
 - ✓ Child care costs
 - ✓ Meals and snacks
 - ✓ Comprehensive and coordinated sets of appropriate developmental activities

- ❖ Education Services: Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, and substance abuse prevention. Eligible costs:
 - ✓ Educational services / skill-building
 - ✓ Screening, assessment and testing
 - ✓ Individual or group instruction
 - ✓ Tutoring
 - ✓ Provision of books, supplies and instructional material
 - ✓ Counseling
 - ✓ Referral to community resources

 - ❖ Employment Assistance and Job Training: Services assisting participants secure employment and job training programs. Eligible costs:
 - ✓ Classroom, online and/or computer instruction
 - ✓ On-the-job instruction
 - ✓ Job finding, skill-building
 - ✓ Reasonable stipends in employment assistance and job training programs
 - ✓ Books and instructional material
 - ✓ Employment screening, assessment, or testing
 - ✓ Structured job-seeking support
 - ✓ Special training and tutoring, including literacy training and pre-vocational training
 - ✓ Counseling or job coaching
 - ✓ Referral to community resources

 - ❖ Outpatient Health Services: Direct outpatient treatment of medical conditions provided by licensed medical professionals. Eligible costs:
 - ✓ Assessing health problems and developing a treatment plan
 - ✓ Assisting program participants to understand their health needs
 - ✓ Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
 - ✓ Providing medication and follow-up services
 - ✓ Providing medication and follow-up services
 - ✓ Providing preventative and non-cosmetic dental care

 - ❖ Legal Services: Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing. Eligible costs:
 - ✓ Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
 - ✓ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 - ✓ Filing fees and other necessary court costs
- Legal Services continued: Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing:
- ✓ Child support
 - ✓ Guardianship
 - ✓ Paternity
 - ✓ Emancipation
 - ✓ Legal Separation
 - ✓ Resolution of outstanding criminal warrants
 - ✓ Appeal of veterans and public benefit claim denials

- ✓ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
- ❖ Life Skills Training: Critical life management skills necessary to assist the program participant to function independently in the community. Eligible costs:
 - ✓ Budgeting resources
 - ✓ Managing money
 - ✓ Managing a household
 - ✓ Resolving conflict
 - ✓ Shopping for food and needed items
 - ✓ Improving nutrition
 - ✓ Using public transportation
 - ✓ Parenting
- ❖ Mental Health Services: Direct outpatient treatment of mental health conditions by licensed professionals. Eligible costs:
 - ✓ Crisis interventions
 - ✓ Individual, family or group therapy sessions
 - ✓ Prescription of psychotropic medications
 - ✓ Combinations of therapeutic approaches to address multiple problems
- ❖ Substance Abuse Treatment Services: Substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors. Eligible costs:
 - ✓ Client intake and assessment
 - ✓ Outpatient treatment for up to thirty days
 - ✓ Group and individual counseling
 - ✓ Drug testing
- ❖ Transportation: Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services. Eligible costs:
 - ✓ Cost of a program participant's travel on public transportation
 - ✓ Mileage allowance for service workers to visit participants
 - ✓ Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle
 - ✓ Travel costs of staff to accompany or assist program participants to use public transportation
- ❖ Services for Special Populations: Otherwise eligible essential services tailored to address the special needs of homeless **youth**, victims of **domestic violence** and related crimes/threats, and people living with **HIV / AIDS** in emergency shelters. Eligible costs:
 - ✓ Case Management
 - ✓ Child Care
 - ✓ Education Services
 - ✓ Employment Assistance and Job Training
 - ✓ Outpatient Health Services
 - ✓ Legal Services
 - ✓ Life Skills Training
 - ✓ Mental Health Services
 - ✓ Substance Abuse Treatment Services
 - ✓ Transportation

- ❖ **Rehabilitation and Renovation:** Renovating buildings to be used as emergency shelter for homeless families and individuals. Eligible costs:
 - ✓ Labor
 - ✓ Materials
 - ✓ Tools
 - ✓ Other costs for renovation, including soft costs
 - ✓ Major rehabilitation of an emergency shelter
 - ✓ Conversion of a building into an emergency shelter

- ❖ **Shelter Operations:** Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate.* Eligible costs:
 - ✓ Maintenance (including minor or routine repairs)
 - ✓ Rent
 - ✓ Security
 - ✓ Fuel
 - ✓ Insurance
 - ✓ Utilities
 - ✓ Food
 - ✓ Furnishings
 - ✓ Equipment
 - ✓ Supplies necessary for the operation of the emergency shelter
 - ✓ Hotel or motel voucher for family or individual*

* Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

- ❖ **Assistance required under “URA”:** Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as described in subpart E of the interim regulations. Eligible costs:
 - ✓ Costs of providing URA assistance under 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.*

* Persons that receive URA assistance are not considered “program participants” for the purposes of this part of ESG, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part under ESG.

Street Outreach and Emergency Shelter

- **Minimum Period of Use:** Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.

(3) *Rapid Re-housing*

- **Eligible Program Participants:** Individuals and families who are literally homeless, meaning those who qualify under HUD definition of homeless. (See item K of this RFP for HUD definition)

- **Defined Purpose:** Literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation).

(4) *Homelessness Prevention*

- **Eligible Participants:** Extremely low income individuals and families (household income below 30% of family AMI) **at risk of becoming homeless** and moving into an **emergency shelter** or **place not meant for human habitation**. (See item K of this RFP for HUD definition)
- **Defined Purpose:**
 - To **prevent** persons from becoming homeless in a shelter or an unsheltered situation.
 - To help such persons **regain stability** in their current housing or other permanent housing.

Eligible costs for Rapid Re-housing and Homelessness Prevention:

a) Financial Assistance:

- (1) **Rental Application Fees:** Application fee that is charged by the owner to all applicants
- (2) **Security Deposits:** Equal to no more than 2 months' rent
- (3) **Last Month's Rent:** Paid to the owner of housing at the time security deposit and first month's rent are paid
- (4) **Moving Costs:** Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees.
- (5) **Utility Deposits:** Standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage).
- (6) **Utility Payments:** Up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewage), including up to 6 months of arrearages, per service.
- (7) **Rental Assistance:** Up to 24 months of rental assistance which can include a one-time payment up to 6 months for rent arrears. Maximum assistance is 24 months.

Requirements and Restrictions: Cannot use with other subsidies.

- No rental assistance can be provided to a household receiving rental assistance from another public source for same period (*except 6 months of arrears*).
- Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance).

Example: Persons living in public housing units, using housing choice vouchers, or residing in project based assisted units *cannot* receive monthly rental assistance under ESG.

b) 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.

• **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

E. 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.
- (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.
- (5) If proposal includes renovation, major rehabilitation or conversion of a building for use as emergency shelter or transitional housing at a site where no such facility now exists, the application **must** include verification that the proposed site is properly zoned. *If this information is not included, the application will not be considered for funding.*

F. How to Apply: Submit one (1) original and five (5) copies of the application along with required documentation no later than 4:00 pm, Friday, March 16, 2012 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.

G. 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**

H. Deadline for Applications: 4:00 P.M., March 16, 2012

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

J. 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 A).

	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	Sub-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 CDBG Consortium Consolidated .	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
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.	0-2
B	Proposed budget is reasonable for the project.	0-2
C	Applicant demonstrates the ability to provide the necessary match for the proposed project.	0-7
D	Proposal documents the need for additional financial resources in order to expand and/or to carry out new homeless services.	0-4

K. Definition of Homeless:

For purposes of this RFP the term homeless is defined as follows:

HUD Definition of “Homeless”

The definition includes four broad categories of homelessness:

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided if they were in a shelter or a place not meant for human habitation before entering the institution.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack of resources or support networks to remain in housing.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This category of homelessness applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

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

ATTACHMENT A

Erie County Community Development Block Grant Consortium

