

# ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

## QUESTIONS & ANSWERS

### RFP # 2022-002VF: Rental Supplements

*Questions submitted via email.*

**1. Can we invoice monthly for reimbursement?**

*Reimbursements for oversight of the program will be paid quarterly. Reimbursements for rental supplements may be invoiced monthly by the 10<sup>th</sup> of each month and paid within 30 days.*

**2. The grant is for a 1-year renewable term. Would the expectation be to spend most or all the money in that year or only a certain amount each year as it was renewed?**

*New York State has appropriated \$3,874,868 for the Rental Supplement Program in Erie County for 2022. The selected agency may utilize up to 13% for administrative costs and \$3,293,637 shall be distributed to eligible individuals and families in Erie County for 2022. The grant may be renewed if additional funds are allocated. As many clients will carryover from 1 year to the next, appropriate adjustments to the number of clients served will need to be made so as not to overspend in year 2.*

**3. How quickly will invoices be processed and paid?**

*Invoices will be processed and paid within 30 days of receipt.*

**4. Is reimbursement dispensed by the County or does it have to go through the State?**

*Reimbursement is dispensed by the County.*

**5. Are you expecting us to provide any form of case management or is this simply “administration” of a rental assistance program?**

*The awarded agency is to determine eligibility, recertify eligibility, communicate eligibility determinations with applicants, substantiate claims and issue supplements for referred eligible individuals and families.*

**6. In the grant there was referencing to a “Shelter Supplement”; are you referring to the DSS Shelter Allowance or some other form of rental supplement?**

*The “Shelter Supplement” is a payment up to \$500 to be disbursed in accordance with eligibility criteria outlined on page 8 of the RFP.*

**7. Would a the DSS Shelter Allowance (169\$) be considered a duplication of service as an additional rental supplement?**

*Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a. The shelter allowance is not a rental supplement.*

- 8. If a minimum of 85% of the funds will be used toward rental assistance that would only leave us with around \$425,000 for staffing/administrative costs for the total grant term—Is this 85% threshold is a soft or hard cap?**

*\$3,293,637 shall be distributed to eligible individuals and families. Agency administrative costs may be up to \$503,733.*

- 9. What is the requirement or assessment of how often we assess the income? Is there/will there be a specific form/assessment tool you would like us to use for when we calculate the amount of rental assistance the household would be receiving? Is there a transition period household's income reaches 30% or more of their monthly rent or does the stipend end immediately?**

*Participants shall be recertified annually. Participants in a shelter or active TA are eligible for up to two years; SSI/SSD recipients are eligible with no time limit but are to be recertified annually.*

*The selected agency will be responsible for creating necessary forms including an application to determine eligibility, award letters and denial notices.*

*Recipients shall be given ten days' notice of the stipend ending.*

- 10. What are your staffing expectations and reimbursement? We don't see any type of supportive case management and many of these individuals would need additional case management services, especially if they are being referred from shelters and coordinate entry or COC. Those individuals would have disabling conditions and not just meet eligibility via income guidelines. There also appears to be extensive administrative work with the number of stipends that would be expected to be run monthly.**

*Temporary Assistance workers will continue to serve clients in receipt of Temporary Assistance. The awarded agency is to determine eligibility, communicate eligibility determinations with applicants, substantiate claims and issue supplements for referred eligible individuals and families.*