



## **ERIE COUNTY**

# **REQUEST FOR PROPOSAL (RFP) FOR HOMELESS SHELTER CERTIFICATION SUPPORT**

**RFP # 2024-032VF**

**Erie County Department of Social Services**

**EDWARD A. RATH COUNTY OFFICE BUILDING  
95 FRANKLIN STREET  
BUFFALO, NEW YORK 14202**

**COUNTY OF ERIE, NEW YORK**

**REQUEST FOR PROPOSALS (“RFP”) # 2024-032VF**

**HOMELESS SHELTER CERTIFICATION SUPPORT**

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## **I. INTRODUCTION**

The County of Erie, New York (the "County") is making funding available to support local non-profit agencies and Homeless Shelters in expanding capacity and becoming certified by the Office of Temporary and Disability Assistance (OTDA).

In responding to this RFP, Proposers must follow the prescribed format as outlined. By so doing, each

Proposer will be providing the ECDSS comparable data submitted by other Proposers, and thus, be assured a fair and objective treatment in the ECDSS review and evaluation process as it is the ECDSS' intent to select the Proposer that provides the best solution for the ECDSS' needs.

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

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

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

## **II. FUNDING AND BUDGET**

A total of \$1,000,000 is potentially available for one-time grants to support shelters' physical plant improvements and/or one-time capital expenditures needed in order increase the number of homeless shelter beds and become certified. Funding is available for current ECDSS vendors and new partners. Agencies must show commitment to the projects by providing a minimum of 15% of the cost with internal funding for each project. More than one agency may be selected.

## **III. PROPOSAL TIMEFRAMES**

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

Issue RFP:	July 1, 2024; Reissued November 1, 2024
Proposals Due:	September 9, 2024; December 2, 2024 <i>If funds remain, the deadline will be extended until funds expended.</i>
Selection Made:	As proposals received
Contract Signed:	Following all necessary County approvals.

## IV. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. Your proposal must be comprised of 3 sections:

### Appendix A

- Proposal to Provide Service
- Signed Schedule A
- If utilizing a leased space, verify that the lease is in place for at least five years from project completion date.

### Appendix B

- Copies of estimates

### Appendix C

- Proof of Contractors' licenses and insurance

Failure to follow the prescribed format for responses may result in disqualification.

3. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
4. Submission of the proposals shall be uploaded as three separate documents (Appendix A, B and C) to: [OnBase Unity Form](#). *You will receive an email confirming if it has been submitted.*
5. If unable to upload the proposal, a printed submission may be submitted to: Erie County Department of Social Services, Attn: Carrie Godfrey, 95 Franklin Street Room 804, Buffalo, NY 14202.
6. The County is under no obligation to return proposals.
7. Requests for clarification of this RFP must be written and submitted to Carrie Godfrey at the above address, or at [Carrie.Godfrey@erie.gov](mailto:Carrie.Godfrey@erie.gov). A list of questions and answers will be posted on the County website, if applicable. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
8. 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.
9. 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.
10. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. This document is for informational purposes only and is not to be submitted by the Proposer for the purposes of this RFP.
11. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. (A copy of Executive Order 13 is available here: [Executive Order 13](#)). All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

12. All potential contract-holders with Erie County shall agree that administrative costs may not exceed 15% of the requested funds.
13. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers shall include the Erie County MBE/WBE Certification letter with their proposal.
14. A business that is a certified Service-Disabled Veteran Owned Business (SDVOB) under the New York State Service-Disabled Veteran-Owned Business Act shall include the letter indicating their company is 51% or more veteran-owned with their proposal.
15. All proposers must disclose the name, title, and department of any employee or officer who is or was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
16. If requested, proposers must provide a list of at least three references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
17. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with related to the service in this RFP.

## **V. SCOPE OF PROFESSIONAL SERVICES REQUIRED**

### **INTRODUCTION**

The Erie County Department of Social Services supports Erie County Homeless Shelters in the effort to become certified by OTDA. The building of flexible use shelters is encouraged. High priority needs include family shelter and women's shelters. Certification is required of shelters in order to receive Erie County funds for serving clients. The Department has funding available to support shelters' physical plant improvements in order to increase program capacity and become certified. One-time capital expenditures, e.g., technology and computer equipment, may be approved for new shelters.

### **HISTORY AND CONTEXT**

Certification of homeless shelters is a new requirement. 18 NYCRR Part 491 and 900. The Division of Shelter Oversight and Compliance (DSOC) is responsible for the certification and inspection of publicly funded homeless shelters for families and adults throughout New York State. For additional information see: Shelter Oversight and Compliance | OTDA ([ny.gov](http://ny.gov)).

### **SCOPE OF WORK**

Applications are being accepted from local non-profit agencies for one-time funding to support physical plant improvements to homeless shelters in order to address OTDA inspection concerns or recommendations for certification. Three estimates from licensed contractors are required for each proposed improvement. Contractors must also provide proof of license, insurance, and invoice for work completed. Flexible shelters will receive extra points in scoring.

### **GENERAL REQUIREMENTS:**

- Demonstrate the ability to navigate and utilize the OTDA's Shelter Management System (SMS) and/or other required reporting platforms in a timely manner prior to funding.
- Manage funds from a government funding source and maintain billing systems.
- Submit required data and abide by designated documentation regulations in a timely manner, as instructed, by County in order to claim reimbursement for services.
- If utilizing a leased space, verify that the lease is in place for at least five years from project completion date.
- Funding is to support shelters in becoming certified by OTDA. Failure to achieve certification will result in a repayment agreement.
- All award recipients must provide homeless services for 5 years under contract with the Department- Failure to do so will result in a repayment requirement.

## **COMPENSATION**

Agencies must show commitment to the projects by providing a minimum of 15% of the cost with internal funding for each project. Grants will be disbursed in three payments; one-third paid up front for startup costs, one-third paid upon local inspection and the remaining portion paid upon job completion and certification.

## **VENDOR EXPERIENCE AND QUALIFICATIONS**

Projects must be completed by licensed contractors.

## **VI. STATEMENT OF RIGHTS**

### **UNDERSTANDINGS**

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

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;
- by submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County, 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 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 reserves the right, and may at its sole discretion, to 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 or informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays, which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time-stamped before 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:

- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- The Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications and experience of program staff.
- The Proposer's experience in performing the proposed services.
- The Proposer's financial ability to provide the 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.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Any information shared by the Proposer's presentation will be considered while scoring.
- 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.

## **EVALUATION PROCESS**

Each proposal will undergo an initial administrative review for completeness. In order for a proposal to be evaluated, it must include all required documents. Upon completion of the administrative review, and at the sole discretion of the Commissioner, the Department will request any missing documentation from the Proposer and will review all documents for completeness upon receipt of the missing documents. All required documents for a complete proposal, as set forth in this RFP, must be submitted and be completed to the satisfaction of the Department within forty-eight (48) hours of request in order for the proposal to be deemed responsive and eligible for Contract award.

Complete proposals will be judged by a scoring committee. The scoring committee will consist of Department of Social Services employees and experienced individuals from outside the Department. The proposal should be written so as to clearly articulate the services provided to someone not familiar with service delivery.

## **CONTRACT**

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the 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 IF NECESSARY, THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR**

APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The contract will include the submitted proposal and any subsequent agreement with the Department to service provision. The award period will be for a one-year term, with the option to renew for additional terms, subject to annual contract renewal, contingent upon the Proposer's successful implementation of the program, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

## **INDEMNIFICATION AND INSURANCE**

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

"In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and
- (b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage.

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

## **INTELLECTUAL PROPERTY RIGHTS**

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

All deliverables created under this Agreement by the Proposer are to be considered "works made for hire". If any of the deliverables do not qualify as "works made for hire", the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.

The Proposer agrees to defend, indemnify, and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County's continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.



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

## **NON-COLLUSION**

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

## **CONFLICT OF INTEREST**

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

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

## **COMPLIANCE WITH LAWS**

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

## **CONTENTS OF PROPOSAL**

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

### **"NOTICE**

**The data on pages \_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's competitive position.**

**The Proposer requests that such information be used only for the evaluation of the proposal but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."**

**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 one hundred eighty (180) days from the proposal date.

## ERIE COUNTY EQUAL PAY CERTIFICATION

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

We have evaluated wages and benefits to ensure compliance with the Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

\_\_\_\_\_  
Contractor Signature

### Verification

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS:

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

### OR

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

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Notary Stamp

## GUIDELINES FOR STANDARD INSURANCE PROVISIONS REQUIRED

<b>Commercial General Liability</b>	\$1,000,000 minimum each occurrence
<b>Umbrella/ Excess</b> * If CGL general aggregate is \$2,000,000 or more, Umbrella/ Excess is not necessary	\$1,000,000 minimum each occurrence
<b>Automobile</b> * If transporting; otherwise, a Waiver must be executed	\$1,000,000 minimum combined single limit
<b>Professional Liability</b> * Not needed for all contracts	\$5,000,000 minimum
<b>Workers' Compensation</b>	NYS Certificate

Certificate holder must be listed as:

County of Erie or Erie County 95  
Franklin Street  
Buffalo, NY 14202

It can include "Department of Law".

It cannot include "Department of Social Services" or any other department of Erie County (i.e. Department of Health, Youth Bureau, etc.).

The County must also be listed as an Additional Insured for all the above policies. That can be done by placing a "Y" or "X" in the "ADDL INSR" column next to each policy, or it can be specifically noted in the "Description" box near the bottom of the page.

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.

## **PROPOSAL REQUIREMENTS**

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Currently funded programs must re-apply in order to be considered for continued funding.

Your proposal must be comprised of 3 sections, presented as separate documents:

### Appendix A

- Proposal to Provide Service
- Signed Schedule A
- If utilizing a leased space, verify that the lease is in place for at least five years from project completion date.

### Appendix B

- Copies of estimates

### Appendix C

- Proof of Contractors' licenses and insurance

Submission of the proposals shall be uploaded as three separate documents (Appendix A, B and C) to: [OnBase Unity Form](#). *You will receive an email confirming if it has been submitted.*

An electronic version of Appendix A is available on the Erie County Purchasing website as an additional file to this RFP at: <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>.

Applications are expected to comply with stated guidelines including but not limited to desired program outcomes identified in the Request for Proposal (RFP). It will be the responsibility of the applicant to submit proposals consistent with the RFP requirements. By applying, your agency asserts that the Request for Proposal document has been reviewed in its entirety and that, if selected, the agency will abide by the conditions for funding set forth therein.



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

**AGENCY INFORMATION**

*(If submitting electronically, this information will be completed upon upload)*

<b>Official Agency Name</b>		
<b>Agency Name</b> –List another name if used.		
<b>Agency Telephone Number</b>		
<b>Agency Mailing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Website address</b> (if applicable)		
<b>Leadership</b> - List the name of your agency's Chief Executive Officer, Executive Director, or President.		
<b>Leader's E-mail Address</b>		
<b>Contact Person for proposal</b>		
<b>Contact Person's Telephone Number</b>		
<b>Contact Person's E-mail Address</b>		
<b>501(c)(3) not-for-profit entity</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Subcontractors</b> - List all subcontractors that your agency does business with related to this service.		
<b>Amount of Funding Request to ECDSS for this proposed contract</b> \$		
<b>Unit of Service for this proposal (e.g.: hour):</b>		
<b>Number of units to be served</b>		
<b>Cost per unit of service for this proposal (county funding + in-kind)/# units:</b>		



The Erie County Department of Social Services supports local Homeless Shelters in the effort to become certified by OTDA. Uncertified Shelters are no longer eligible to receive funds from Erie County in order to serve clients. The Department has funding available to support shelters' physical plant improvements in order to become certified.

Please complete this application. Projects will be rated and funded based on highest need and funding availability. Agencies must show commitment to the projects by providing a minimum of 15% of the cost with internal funding for each project.

Shelter Information	
<b>Agency/Shelter Name</b> - List the official name of your organization.	
<b>Shelter Address</b>	
<b>Federal Employer ID# (FEIN)</b> - Please provide your agency's Employer Identification Number.	
<b>501(c)(3) not-for-profit entity</b> - If non-profit, please provide date established as 501(c)(3).	
<b>Erie County Employees</b> - Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.	
<input type="checkbox"/> Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) Certification Letter attached <input type="checkbox"/> Letter indicating agency is 51% or more veteran-owned attached	
<b>Type of Shelter</b>	
<input type="checkbox"/> Individual <span style="margin-left: 150px;"><input type="checkbox"/> Family</span>	
<b>Current OTDA Certified Bed Count</b>	<b>Population Type Served (i.e., women, men, families)</b>
<b>Funding Requested</b>	
\$	
<b>Funding Matched by Agency (Minimum 15% required)</b>	
\$	
<b>Have you submitted an Operational Plan to NYS OTDA Division of Shelter Oversight and Compliance for approval to begin the certification process?</b>	
<input type="checkbox"/> Yes, when? _____	
<input type="checkbox"/> No. Are you a new shelter?	
<input type="checkbox"/> Yes, effective date: _____	
If you are a new shelter, has an application to open a new shelter been submitted to NYS OTDA?	
<input type="checkbox"/> Yes, when: _____ <input type="checkbox"/> No	
<input type="checkbox"/> No	
<i>For additional information: <a href="https://www.otda.ny.gov/programs/shelter">https://www.otda.ny.gov/programs/shelter</a></i>	

**All OTDA Inspection Concerns or Recommendations for Certification:**

Provide details about the concern and how they may be resolved. If additional concerns are noted, please submit additional pages.

1.

2.

3.

4.

5.

**Projects Planned to address OTDA Inspection Concerns or Recommendations for Certification:**

Describe the project in detail and provide estimates from 3 contractors/vendors to complete for each project. Attach copies of the estimates to this application. Only projects completed by licensed contractors will be considered.

1.

Contractor:

Estimate Amount:

Contractor:

Estimate Amount:

Contractor:

Estimate Amount:

2.

Contractor:

Estimate Amount:

Contractor:

Estimate Amount:

Contractor:

Estimate Amount:

3.

Contractor:

Estimate Amount:

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4.

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Estimate Amount:

If additional projects are noted, please submit additional pages



### Proposed Project Timeline

Show the expected capacity changes from now to completed certification.

EXAMPLE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Active Beds	10	10	10	10	10	10	10	10	10	10	10	10
Planning	10	10	10	10	0	0	0	0	0	0	0	0
Construction	0	0	0	0	10	10	10	10	10	10	10	5
Certification	0	0	0	0	0	0	0	0	0	0	0	5
<b>2024</b>											<b>NOV</b>	<b>DEC</b>
Active Beds												
Planning												
Construction												
Certification												
<b>2025</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Active Beds												
Planning												
Construction												
Certification												
<b>2026</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Active Beds												
Planning												
Construction												
Certification												

### Sustainability Plan:

It is the intention of the Department to provide one-time funding to our shelter partners in order to meet the requirements of OTDA certification. Describe your agency's financial plan for long term sustainability and ongoing certification. Include necessary budget items including all anticipated income, salaries and other expenses. Provide a two-year plan 1/1/2025- 12/31/2027.

### Insurance Requirements:

It is the intention of the Department to enter into new formal contracts with **certified shelters** on or about 1/1/2025. Please provide your agency's current insurance coverage as well as a plan to meet the expectations. Costs for additional coverage should be included in sustainability plan outlined above. Insurance Coverage requirements for County vendors generally fall under Column C "Professional Services".

### Attestation

Upon receipt of funding from The Department of Social Services, *Agency Name* intends to complete the OTDA shelter certification process and provide shelter services for the Erie County Department of Social Services for at least five (5) years.

Signature

Date

### Board of Directors

I the undersigned certifies on behalf of the Board of Directors, that the Board understands the expectations of the Erie County Department of Social Services as outlined in this request.

Board President Signature

Date

<b>Financial Information</b>
Payee Name of Agency (if different than Legal Name)
Financial Contact Person Name/Title
Street Address/City/State/Zip
Agency's Fiscal Year (Start date - End date)
Amount of Funding Request to ECDSS for this proposed contract
FY of Request (Start date - End date)

**CERTIFICATION**

The undersigned certifies that he or she is a principal officer of the applicant agency and has knowledge of and certifies that the information contained herein is complete and accurate.

Furthermore, the undersigned certifies that the applicant sponsored programs, services and activities are available to the general public, advertised as such, and not subject to discrimination based on sex, race, creed, religion or national heritage.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name/Title

**SCHEDULE A**  
**PROPOSER CERTIFICATION**

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

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

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (example on pp. [ ] of this RFP), and that it will be complete and acceptable to Erie County.

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

\_\_\_\_\_

*Proposer Agency Name*

By: \_\_\_\_\_

*Signature*

\_\_\_\_\_

*Name and Title*