



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

TO PROVIDE SERVICES FOR
HOMELESS OR AT-RISK OF BECOMING HOMELESS
INDIVIDUALS AND FAMILIES – ERIE COUNTY

RFP# 2025-019

January 27, 2025

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

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

RFP# 2025-019

**To Provide Services for Homeless or
At-Risk of Becoming Homeless Individuals and Families
Erie County**

I. INTRODUCTION

The Erie County Department of Environment and Planning (the “County”) is currently seeking Proposals from qualified non-profit organizations for the Erie County Emergency Solutions Grant Program (ESG). The ESG Program provides funding to Rapidly Re-house homeless individuals and families and prevent families and individuals from becoming homeless.

Approximately \$216,182 is available for housing relocation and stabilization services; financial assistance for rent and other eligible costs required to assist program clients in becoming stably housed; and, \$10,000 is available for operation of the Homeless Management and Information System (HMIS).

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

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:	January 27, 2025
Optional Pre-Proposal Meeting: (Call for call-in meeting number)	February 10, 2025
Proposals Due:	February 27, 2025
Selection Made:	Thirty (30) days following due date
Contract Signed:	Following all necessary County approvals

B. GENERAL INFORMATION AND REQUIREMENTS

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

Jean Bennett, Senior Housing Specialist
 Erie County Department of Environment and Planning
 Edward A. Rath County Office Building
 95 Franklin Street, Room 1063
 Buffalo, New York 14202

All proposals must be delivered to the above office on or before 4:00 P.M. on February 27, 2025. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

- Requests for clarification of this RFP must be submitted in writing to Jean Bennett at the Erie County Department of Environment and Planning, Edward A. Rath County Office building, 95 Franklin Street, Room 1063, Buffalo NY, 14202 or Jean.Bennett@erie.gov later than 4:00 P.M. on February 10, 2025. Formal written responses will be distributed by the County on or before February 17, 2025. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
- 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.
- 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.
- Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
- If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.
- Proposers are encouraged to attend the optional pre-proposal meeting via Webex which will be held at 2:00 P.M. on February 10, 2025. Please email Senior Housing Specialist Jean Bennett at Jean.Bennett@erie.gov to register and receive a link for the meeting.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned Proposal Certifications will be rejected.
- Proposers MUST also sign the Grant Proposal coversheet on page 17. Unsigned Grant Proposal coversheets will be rejected.

- The agency must be able to meet Classification C under the County of Erie's insurance requirements (See Schedule "C" of RFP).

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

Reference should be made to Schedule "B" 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:

- The proposer's demonstrated capacity to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- The proposer's experience to perform the proposed 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.
- 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.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- 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.

SELECTION PROCESS

All proposals will be reviewed by a committee of representatives from Erie County and other individuals familiar with homeless services. The committee will use evaluation criteria, as described in the section above to evaluate each proposal.

CONTRACT

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

The term of the contract shall be for a one (1) year period commencing on the contract start date through the completion of the project. The County, in its sole discretion, may extend the agreement beyond the initial term for up to two (2) additional one-year periods at the same prices and conditions.

INDEMNIFICATION AND INSURANCE

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

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

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Agency shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Agency or third parties under the direction or control of the Agency; and

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

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

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

NON-COLLUSION

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

CONFLICT OF INTEREST

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

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

COMPLIANCE WITH LAWS

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

CONTENTS OF PROPOSAL

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

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

"NOTICE

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

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

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page **" * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

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

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

EFFECTIVE PERIOD OF PROPOSALS

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

SCHEDULE "A"

PROPOSER CERTIFICATION

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

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

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

Proposer Name and Title

By: _____
Signature

SCHEDULE "B"

SCOPE OF SERVICES

The Erie County Department of Environment and Planning (the "County") is currently seeking Proposals from qualified non-profit organizations for the Erie County Emergency Solutions Grant Program (ESG). The ESG Program provides funding to rapidly re-house homeless individuals and families and prevent families and individuals from becoming homeless.

- A. **Amount Available:** Approximately \$216,182 is available for housing relocation and stabilization services; financial assistance to assist program clients in becoming stably housed; and, \$10,000 is available for operation of the Homeless Management and Information System (HMIS). All funds are expected to be expended within 12 months of the contract start date.
- B. **Funding Source:** Federal funds under the Emergency Solutions Grant Program as authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The 2021 ESG program is governed by the Interim Rule published in the Federal Register on January 4, 2012. For a copy, contact Jean Bennett at (716)858-1374.
- C. **Eligible Applicants:** Private non-profit organizations which may be a secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1988 which:
- (1) is exempt from taxation under Subtitle A of the Code
 - (2) has an accounting system and a voluntary board
 - (3) practices non-discrimination in the provision of assistance
 - (4) provides or proposes to provide emergency shelter to the homeless or provide services to prevent homelessness to individuals at risk of becoming homeless. Emergency shelter means any facility which the primary purpose is to provide temporary or transitional shelter for the homeless. This does include day centers, drop-in shelters, and similar facilities.
- D. **Target Population:** The program serves homeless and at risk of homelessness individuals and families (See Attachment "B" – HUD Definitions of Homelessness and At Risk of Homelessness). For Rapid Re-housing, preference will be for individuals and families that lived in the Erie County Community Development Block Grant (CDBG) Consortium before entering a shelter (See Map – Attachment "A"). For Homeless Prevention, requirements include Erie County CDBG Consortium residency. The target population will be based on the needs of said population through a collaborative effort with the Continuum of Care (CoC).
- E. **Eligible Activities:** The following activities are eligible for funding under the ESG Program:

Please note: Respondents may request funding for one or more of the following activities. Refer to Chart 1 on the Proposal Coversheet (Pg. 16) for itemized corresponding categories.

- 1) **Housing Relocation and Stabilization Services** - Housing relocation and stabilization activities to assist individuals and families that meet the Federal HUD definition for homeless or at risk of homeless (See Attachment "B") may be funded with ESG funds.

Services Costs – ESG funds may be used to pay the costs of providing the following services:

- a) **Housing Search and Placement:** Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
- ✓ Assessment of housing barriers, needs and preferences
 - ✓ Development of an action plan for locating housing
 - ✓ Housing search
 - ✓ 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
- b) Housing Stability Case Management: Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in seeking permanent housing. Component services and activities consist of:
- ✓ Using the centralized or coordinated assessment system to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance
 - ✓ Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance
 - ✓ 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, including planning a path to permanent housing stability
 - ✓ Conducting re-evaluations
- c) 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.
- d) Legal Services: Legal services which are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.
- e) 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.

2) Financial Assistance Costs –

- a) Direct Assistance: ESG funds may be used to pay housing owners, utility companies, and other parties for: rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, and amounts owed for breaking a lease in the case of an emergency transfer.
- b) Services: Funds for rental assistance are advanced by Erie County to service providers. Tracking of advance drawdown and issuing of checks for financial assistance are eligible ESG service costs.

3) Homeless Management Information System (HMIS) Services – HMIS is the information system used to comply with HUD's data collection, management, and reporting standards used to collect client-level data and data on the provision of housing services to homeless individuals and families and persons at risk of homelessness.

Through this RFP, the County is seeking a separate agency to provide HMIS services. Eligible costs related to recipients' and subrecipients' use of an HMIS and contributions of data include:

- Hardware, equipment, and software costs;
- Training and overhead; and,
- Staffing.

Agencies seeking funding for eligible ESG Services will be required to comply with HMIS requirements and utilize the Coordinated Entry process.

SCHEDULE "C"

STANDARD INSURANCE PROVISIONS



County of Erie Standard Insurance Certificate

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>	
PRODUCER	CONTACT PHONE (A/C No. Ext) FAX A/C No. EMAIL ADDRESS PRODUCER CUSTOMER ID #
INSURED	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMPROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N if yes describe under DESCRIPTION OF OPERATIONS below	N/A				<input type="checkbox"/> WC STATU TORY LIMITS: <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER County of Erie 95 Franklin St Buffalo NY, 14202	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

X. FOR COUNTY USE ONLY: Name of County Dept. Requesting Certificate Environment and Planning

Purchase Order or Contact Number _____

Vendor Insurance Classification _____

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery or merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
 - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

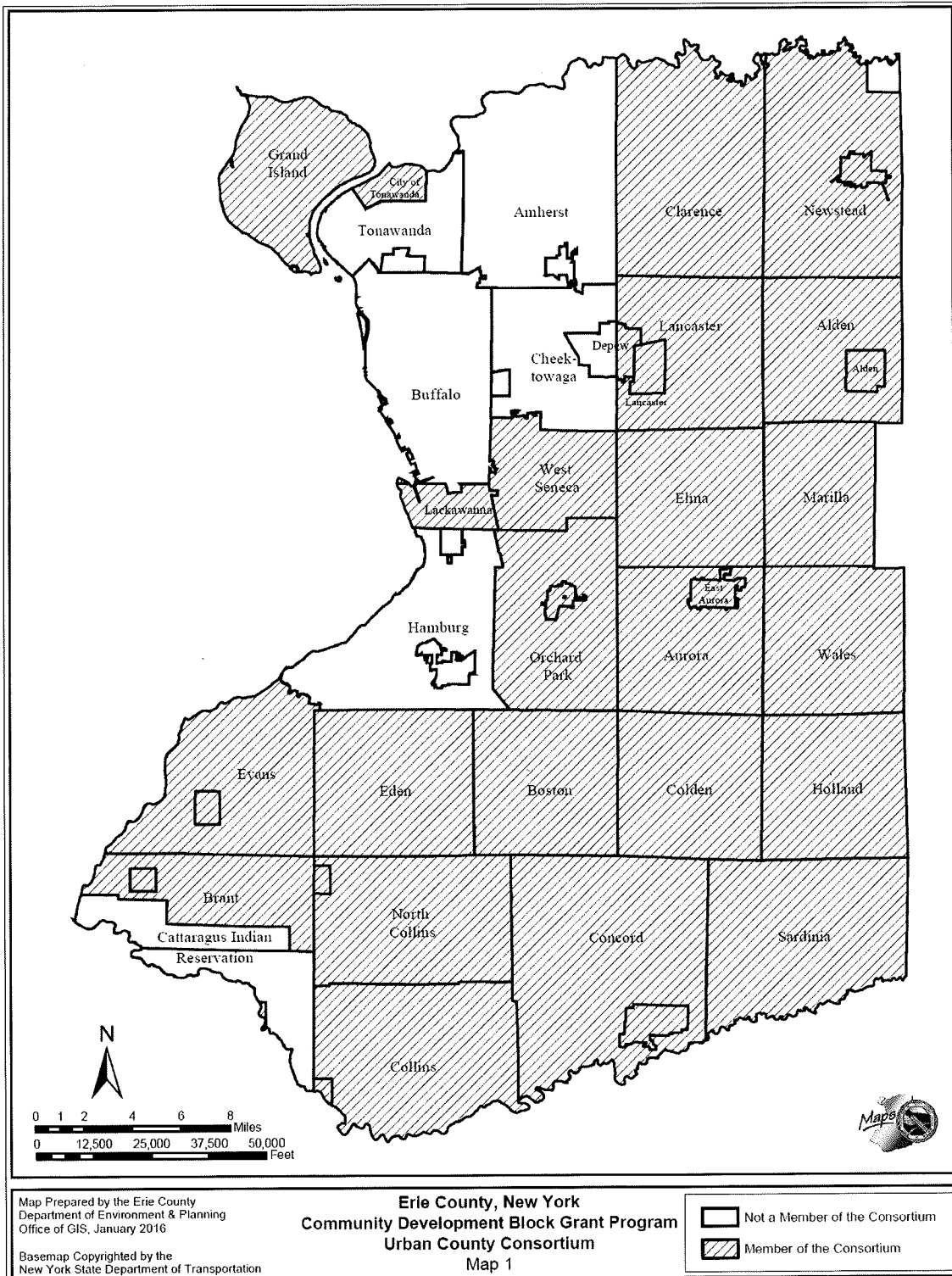
Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandises or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000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

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.
- VII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- VIII. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- IX. Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.
Locations of operation shall be "All locations in Erie County, New York."

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

ATTACHMENT "A"

ERIE COUNTY CDBG CONSORTIUM MAP



ATTACHMENT “B”

HUD DEFINITIONS FOR HOMELESSNESS AND AT RISK OF HOMELESSNESS

There are four Categories of HUD definitions for homeless:

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

An individual or family:

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

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

The individual or family:

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

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

The youth or families with children and youth:

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

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

Any individual or family who:

- (A) Is fleeing, or is attempting to flee, domestic violence;
- (B) Has no other residence; and
- (C) Lacks the resources or support networks to obtain other permanent housing.

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

1. Individuals and families who:

- (A) Have annual incomes **below 30%** of area median income; **and**
- (B) Do not have sufficient resources or support networks immediately available to prevent literal homelessness; **and**
- (C) Meet at least one of the following 7 conditions:
 - Moved two or more times due to economic reasons in 60 days prior to application for assistance
 - Living in home of another due to economic hardship
 - Losing housing within 21 days after application date
 - Live in hotel/motel not paid for by charitable organizations or Federal, State or local government programs
 - Lives in severely overcrowded unit as defined by the US Census Bureau
 - Exiting publicly funded institution or system of care
 - Lives in housing associated with instability and increased risk of homelessness, per Erie County Consolidated Plan

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

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

ATTACHMENT C
ERIE COUNTY EMERGENCY SOLUTIONS
GRANT PROPOSAL COVERSHEET

See Attached File for Fillable PDF



Issue Date: January 27, 2025	Request for Proposal Number: RFP#: 2025-019	For: FY 2025 Emergency Solutions Grant Funding
Department: Environment and Planning	Date/Time of Closing: February 27, 2025 4:00 P.M.	Contact Person: Jean Bennett 716-858-1374 Jean.Bennett@Erie.Gov

Agency Name: _____

Address: _____

Contact Person: _____ Telephone: _____ Fax: _____

E-mail: _____

Chart 1

ELIGIBLE ACTIVITIES (see Schedule "B" for Scope of Services)	FUNDING REQUEST
1) Services (total from lines a-f)	
a) Housing Search and Placement	
b) Housing Stability Case Management	
c) Mediation	
d) Legal Services	
e) Credit Repair	
2) Financial Assistance (total from lines a + b)	
a) Direct Assistance (i.e. rental assistance, etc.)	
b) Services (i.e. issuing of checks, tracking, etc.)	
3) HMIS Services	
TOTAL FUNDING REQUEST (total from lines 1 + 2 + 3)	

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

ERIE COUNTY EMERGENCY SOLUTIONS GRANT PROPOSAL GUIDE

1. Describe the proposed program for which you are requesting funds. Refer to Schedule “B”– Scope of Services and Attachment “B” – HUD definitions for homelessness and at-risk of homelessness

All proposals should include the following information:

Target Population – Describe the project target population you are proposing to serve (Refer to Schedule “B” – Scope of Services and Attachment “A” – Erie County CDBG Consortium Map).

Estimate the number of persons to be assisted over a 12-month period for each program:
Rapid ReHousing
Homeless Prevention

Need Narrative – Describe what local needs and service gaps this project seeks to fill or currently fills. Be sure to note any supporting evidence for this need.

Description of Services – Describe the services you are proposing to provide (Refer to Schedule “B”, section E for Scope of Services – Eligible Expenses). Note: Respondents may request funding for one or more activities. Be sure to itemize funding requests for each activity, as outlined in the chart on the coversheet. Although not required, agencies may choose to collaborate to provide services. If this is the case, a Collaborative Agreement must be submitted with the proposal, detailing the duties of each agency.

Estimate the percentage of total funding for each program:
Rapid ReHousing
Homeless Prevention

Program Description – Describe the proposed program. Be sure to include details on the following:

- The proposed program start date;
- The proposed program completion date;
- The types of assistance and services that will be provided by your agency;
- The specific screening processes that will be used;
- How the project will shorten the length of time households are homeless ;
- How service will be coordinated with other programs within the agency and within the larger community (including mainstream services);
- Program outcomes (projected); and
- Explain how the program will prevent homelessness.

2. Organizational Capacity – Describe your agency’s capacity to provide Rapid ReHousing and/or Homeless Prevention services. Include your agency experience and demonstrated capacity in working with the homeless population in Erie County. If Erie County ESG staffing is identified, include professional qualifications, personal background and resume(s) of individuals involved in providing services.
3. Program Budget – Provide an explanation of the funding request. Be sure to provide appropriate details including staffing levels and costs for operating the program, as well as the source and status of other ESG related funding. Explain staff job duties, number of hours, and anything relevant to program operation.
4. HMIS Capacity – Describe in detail your agency’s current and proposed levels of HMIS capacity and knowledge.

PROPOSAL CHECKLIST

☐

Submit **1 original and 5 complete copies** of the proposal including:

☐

Completed **Grant Proposal Coversheet** (Pg. 16)

☐

Signed and dated **Proposers Certification** (Schedule “A”)

☐

Not For Profit Documentation

☐

Organizational Chart

☐

Current **Financial Audit**

☐

Current **Federal Tax form 990**

☐

Current **Board of Directors Roster**

☐

Current **Organization-Wide Budget**

☐

Collaborative Agreement or Letter (if applicable)

☐

Signed MBE/WBE Erie County Certification Letter (if applicable)

☐

Signed **Veteran Owned Business Letter** (if applicable)

☐

Signed **Conflict of Interest Disclosure** (if applicable)

☐

Freedom of Information Law language (refer to page. 7, if applicable)