

# ERIE COUNTY 2009 EMERGENCY SHELTER GRANT PROGRAM REQUEST FOR PROPOSALS

The Erie County Department of Environment and Planning is accepting proposals for projects which provide emergency shelter for the homeless.

- A. **Amount Available:** The Department is soliciting proposals for amounts up to approximately \$145,000. Proposals can be submitted for amounts more than the \$145,000 figure; however, the applicant will be responsible for financing the excess amount.
- B. **Funding Source:** Federal funds under the Emergency Shelter Grant Program as authorized by the Steward B. McKinney Homeless Assistance Act. The 2009 ESG program is governed by the Final Rule published in the Federal Register on November 7, 1989. 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. Emergency shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless. This does include day centers, drop-in shelters, and similar facilities.
- D. **Eligible Activities:** The following activities relating to emergency shelter for the homeless may be funded:
- (1) Renovation, rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.
  - (2) Essential services to the homeless including the following:
    - (a) Assistance in obtaining permanent housing;
    - (b) Medical and psychological counseling and supervision;
    - (c) Employment counseling;
    - (d) Nutritional counseling;
    - (e) Substance abuse treatment and counseling;
    - (f) Assistance in obtaining other Federal, State, and local assistance including mental health benefits; employment counseling; medical assistance; Veterans benefits; and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, general assistance, and food stamps;
    - (g) Other services such as child care, transportation, job placement and job training; and
    - (h) Staff salaries necessary to provide the above services.
  - (3) Payment of maintenance, operations (including administration but excluding staff costs), rent, repair, security, fuels, equipment, insurance, utilities, and furnishings.

- (4) Development and implementation of homeless prevention activities designed to prevent the incidence of homelessness, including (but not limited to):
  - (a) Short-term subsidies to defray rent and utility costs for families that have received eviction or utility termination notices;
  - (b) Security deposits or first months rent to permit a homeless family to move into an apartment;
  - (c) Mediation programs for landlord-tenant disputes;
  - (d) Legal service programs for the representation of indigent tenants in eviction proceedings;
  - (e) Payments to prevent foreclosure on a home, and
  - (f) Other innovative programs and activities designed to prevent the incidence of homelessness.

If grant funds under paragraph (4) of this section are to be used to assist families that have received an eviction notice or a notice of termination of utility services, the following conditions must be met.

- (a) The inability of the family to make the required payments must be the result of a sudden reduction in income;
- (b) The assistance must be necessary to avoid eviction of the family or termination of services to the family;
- (c) There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- (d) The assistance must not supplant funding for pre-existing homeless prevention activities from any other sources.

**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; staff costs required to carry out emergency shelter program; volunteer services).
- (2) The agency must be able to meet Classification C under County of Erie's insurance requirement (see Attachment A). 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 five (5) copies of the application along with required documentation no later than 4:00 pm, Wednesday, November 12, 2008 to:**

Erie County Department of Environment and Planning  
Attn: Diane Cadle  
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., November 12, 2008**

**I. Time frame uses of Emergency Shelter 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; meet the needs described in the Homeless Alliance of Western New York Gap Analysis 2004-2005 study (see Attachment B); and service the consortium population (see Attachment C).

|   | 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 | 0-7                |

|   |                                                                                                                                                                                                               |             |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|   | of people or communities each activity will serve.                                                                                                                                                            |             |
| 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. | <b>0-10</b> |
| C | Proposal demonstrates a cooperative or collaborative service delivery approach to maximize service delivery, achieve efficiencies, and minimize duplication.                                                  | <b>0-5</b>  |
| D | Sub-population the proposed project serves. (unmet needs)                                                                                                                                                     | <b>0-8</b>  |
| E | Accessibility of the proposed project to the Erie County CDBG consortium population.                                                                                                                          | <b>0-10</b> |
| F | Proposal utilizes homeless individuals to carry out program activities.                                                                                                                                       | <b>0-5</b>  |

## 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 Plan and the Homeless Alliance of Western New York Gap Analysis 2005 Study. | <b>0-10</b>        |
| B | Proposed outcomes are reasonable for the scope of the project and can be accomplished in the contract period.                                                                                                                              | <b>0-5</b>         |
| C | Proposal demonstrates that the outcomes will significantly affect the homeless population resulting in improved quality of life for the homeless.                                                                                          | <b>0-10</b>        |

## 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. | <b>0-4</b>         |
| B | Proposal provides documentation of an acceptable and accountable fiscal management system.                                                                                                                                                                                                                                                                                                          | <b>0-4</b>         |
| C | Applicant's previous experience in serving the homeless.                                                                                                                                                                                                                                                                                                                                            | <b>0-7</b>         |

## 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.                                | <b>0-2</b>         |
| B | Proposed budget is reasonable for the project.                                              | <b>0-2</b>         |
| C | Applicant demonstrates the ability to provide the necessary match for the proposed project. | <b>0-7</b>         |

|   |                                                                                                                              |     |
|---|------------------------------------------------------------------------------------------------------------------------------|-----|
| 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:

- (1) An individual or family which lacks a fixed, regular, and adequate nighttime residence; and
- (2) An individual or family which has a primary nighttime residence that is:
  - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - (ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - (iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law.

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

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