



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 16, 2025

Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

**Re: Authorization to Accept Funding and Enter into Contract to provide
Outreach and Application Assistance for the New York State Rental
Supplement Program**

Dear Honorable Members:

Please find attached a resolution requesting legislative authorization to accept funding from the New York State Office of Temporary and Disability Assistance (OTDA) and to enter into contract with Buffalo Federation of Neighborhood Center for the New York State Rental Supplement Program for residents of Erie County.

If your Honorable Body requires any further information, please contact Commissioner Karen Rybicki at the Department of Social Services. Thank you for your consideration of this request.

Sincerely yours,

A handwritten signature in blue ink, reading "Mark Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/mmk
Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Social Services
Re: Authorization to Accept Funding and Enter into Contract to provide Outreach and Application Assistance for the New York State Rental Supplement Program
Date: May 16, 2025

SUMMARY

Legislative authorization is requested to accept \$3,874,658 in funding from the New York State Office of Temporary and Disability Assistance (OTDA), to provide outreach and application assistance to Erie County Residents for the New York State Rental Supplement Program.

FISCAL IMPLICATIONS

The funding for this action is derived entirely from 100% State Aid dollars. No County tax dollars are necessary to support this request.

REASONS FOR RECOMMENDATION/BACKGROUND INFORMATION

The Erie County Department of Social Services, through the New York State Office of Temporary and Disability Assistance (OTDA), has been awarded \$3,874,658 to provide outreach and application assistance to residents of Erie County for the New York State Rental Supplement Program. Based on the results of a Request for Proposal (RFP), The Department of Social Services seeks to enter into contract with Buffalo Federation of Neighborhood Centers to provide Rental Supplements and in-person case management. The funds have been established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. Erie County Department of Social Services wishes to partner with Buffalo Federation of Neighborhood Centers to determine eligibility, substantiate claims, and issue supplements for referred eligible individuals and families.

CONSEQUENCES OF NEGATIVE ACTION

We would be unable to provide outreach and application assistance to residents of Erie County for the New York State Rental Supplement Program.

STEPS FOLLOWING APPROVAL

The Department of Social Services will work with the Division of Budget and Management to amend the existing 2025 Adopted Budget amounts and will then enter into contract with Buffalo Federation of Neighborhood Centers to provide services that will determine eligibility, substantiate claims, and issue supplements for referred eligible individuals and families.

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF SOCIAL SERVICES**

Re: Authorization to Accept Funding and Enter into Contract to provide Outreach and Application Assistance for the New York State Rental Supplement Program

WHEREAS, the Erie County Department of Social Services has been awarded an amount of \$3,874,658 in 100% State Aid funds to provide Outreach and Application Assistance for the New York State Rental Supplement Program; and

WHEREAS, the Erie County Department of Social Services issued a Request for Proposal (RFP) on February 14, 2022 to qualified agencies interested in providing Outreach and Application Assistance Services to customers in Erie County applying for New York State Rental Supplement Program funding; and

WHEREAS, based on the results of the RFP the Erie County Department of Social Services has identified Buffalo Federation of Neighborhood Centers as the recipient of this funding to provide administrative services in the amount of \$569,575 and rental supplements in the amount of \$3,227,590 to the residents of Erie County; and

WHEREAS, the Department of Social Services requires legislative approval to accept the State funds and to amend the Adopted 2025 Adopted Budget; and

WHEREAS, no County funds will be necessary for Erie County to accept this State Aid to serve individuals residing in Erie County.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to accept \$3,874,658 in State funds for the Outreach and Application Assistance for the New York State Rental Supplement Program and amend the Department of Social Service's 2025 Operating Budget (Fund 110, Funds Center 120) as follows:

Erie County Department of Social Services
Fund 110, Fund Center 120

REVENUES

409010 State Aid - Other

TOTAL

CHANGE

\$3,874,658

\$3,874,658

APPROPRIATIONS

502000 Fringe Benefits

516010 Contract Payments Nonprofit Purchasing Services

TOTAL

CHANGE

\$ 77,493

\$3,797,165

\$3,874,658

and be it further

RESOLVED, that authorization is hereby given for the County Executive or Deputy County Executive to establish a contract with Buffalo Federation of Neighborhood Centers in the amount of \$3,797,165 to provide administrative services in the amount of \$569,575 and rental supplements in the amount of \$3,227,590 to residents of Erie County; and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the County Executive's Office, Comptroller's Office, Department of Social Services, and Division of Budget and Management.



Department of Social Services

RECEIVED
SEP 19 2022

County Executive's Office

Recommendation for RFP #2022-002VF: Rental Support

Program (RSP) Date: September 15, 2022

The review panel has completed its task of evaluating the proposals for the above-named RFP. The proposals were graded individually by each panel member as well by Administration as to compliance with the RFP requirements and fiscal compliance/soundness.

Agency	TOTAL SCORE	RANKING by Score	Requested Amount*	Recommended Award	RANKING by Vote
BUFFALO FEDERATION OF NEIGHBORHOOD CENTERS	80.33	1	\$ 569,575.00	\$ 569,575.00	1
COMPASS HOUSE	65.33	3	\$ 227,244.49	0	3
GEOCKO, INC.	76.00	2	\$387,487.00	0	2

*Plus \$3,293.637 to be distributed to eligible individuals

It is recommended that Buffalo Federation of Neighborhood Centers provide Rental Support Program (RSP) Services in Erie County in 2022. Supporting documentation is included in this packet.

The Department of Social Services has complied with all applicable provisions of Section 26.08 of the Erie County Administrative Code.

Program Director Signature <i>Daniel Szewc</i>	Printed Name Dan Szewc	Date 9/15/22
1 st Deputy Commissioner Signature <i>Karen R. Bicki</i>	Printed Name Karen R. Bicki	Date 9/15/2022
Deputy County Executive Signature <i>Maria White</i>	Printed Name Maria White	Date 9/20/22

Once reviewed and approved, please return to Carrie Godfrey, Assistant Social Services Program Director at Carrie.Godfrey@erie.gov or Room 867 for processing. Thank you.