


ONEIDA COUNTY
DEPARTMENT OF
FAMILY AND COMMUNITY SERVICES

REQUEST FOR EXPRESSIONS OF INTEREST

Homeless Shelter

DATE: January 31, 2025



Colleen Fahy-Box, Commissioner
Oneida County Department of
Family and Community Services

ISSUE DATE: 1/31/25
SUBMISSION DEADLINE: 2/28/25

Oneida County (the “County”), through its Department of Family and Community Services (“DFCS”) is issuing this Request for Expressions of Interest (“REOI”) from agencies for the operation of a homeless shelter in Rome and/or western Oneida County, New York. This request is for informational purposes only and does not bind Oneida County in any way. Interested agencies (“Proposer”) should notify DFCS in writing, no later than **February 28, 2025**. The homeless shelter must be operated pursuant to the program description listed herein and all local, state, and federal laws and regulations. If chosen, agencies are expected to enter into an agreement with the County within 60 days of operational start date of shelter, containing the insurance terms and standard County addendums attached to this REOI. The County reserves the right to select multiple agencies to perform this service. The County may also elect to not choose an agency from any of the submissions. The County is not liable for any expenses incurred in the preparation of an agency’s submission and no funds will be paid prior to the entry of a fully executed contract.

A. Program Description

DFCS is seeking proposals for a Homeless Shelter (hereinafter the “Shelter”). The Shelter shall be designed to provide Temporary Housing Assistance (“THA”) to meet the needs of people who are homeless, with a focus on men, women and families, needing shelter in Rome and surrounding areas. This Shelter must function in a capacity to operate successfully under New York State Office of Temporary and Disability Assistance (“OTDA”) administrative oversight, following 18 CRR-NY Part 900 regulations for Shelters with Families with Children, or 18 CRR-NY Part 491 regulations for Shelters for Adults if serving individuals only. Per regulations, a single-building shared-space Shelter must only serve families *or* individuals, but not both. If a Proposer wishes to serve both individuals *and* families, the proposal must indicate that two physically distinct and separate sections will be maintained.

Proposer would agree to develop the initial regulatory OTDA Operational Plan, budget, and accompanying forms, and agree to initial and follow-up inspections (forms are located on otda.ny.gov). Upon certification, an annual budgetary and inspection procedure would be followed. Proposer shall operate and maintain the facility in a manner that assures compliance with the OTDA-approved Operational Plan, OTDA regulations, and all other applicable state or local laws, regulations, and codes.

People deemed eligible for emergency housing assistance would be referred to the Shelter by DFCS or with DFCS approval. The Shelter staff would provide an intake process and ensure that immediate needs are met, including nutrition/hydration, access to facilities and products to support personal hygiene needs, assistance with accessing medical care if needed, and a safe and comfortable environment to shelter and sleep. Proposer will include provisions to assure the protection of resident rights, and promote the social, physical, and mental well-being of the residents.

Shelter staff will be skilled at engaging people to accept services, will work collaboratively with DFCS, and will conduct referrals to community partners toward the goal of self-sufficiency and successful placement into permanent housing.

Proposer shall become licensed in the Homeless Management Information System (HMIS) and maintain admissions and discharges within this system. Proposer will also be active with the local CoC-518, Mohawk Valley Housing and Homeless Coalition.

Proposer must maintain statistical data or information as requested by DFCS on the population being served under this proposal.

The Expression of Interest shall provide the following information:

1. Contact information
2. Brief presentation of organization, including experience with the homeless population
3. Estimate of number of people to be served based on proposed Shelter structure
4. Number of staff and job descriptions
5. Job specs for the positions above; and plan for training staff
6. Security plan
7. Supplemental program design and/or support services
8. Plans for sustainability
9. Anticipated budget for initial startup costs, if needed
10. Anticipated Shelter rate based on annualized itemization

Please submit Expressions of Interest by 3:00 p.m. **Friday, February 28, 2025 to:**
Oneida County DFCS Contract Administration
800 Park Avenue, 4th Floor
Utica, New York 13501

Please direct any questions concerning this request for expressions of interest to:
Mary Kernan, Contract Administrator
mkernan@oneidacountyny.gov
(315) 798-5058