



Department
of Health

Homes and
Community
Renewal

Office of Alcoholism
and Substance Abuse
Services

Office of Children
and Family
Services

Office of Mental
Health

Office for the
Prevention of
Domestic Violence

Office of Temporary
and Disability
Assistance

Office for People With
Developmental
Disabilities

Empire State Supportive Housing Initiative

Webinar

Tuesday, May 15, 2018

Housekeeping

- Please mute your line.
- Applicants should formally submit questions to Carol Swiderski, Contract Management Specialist 2 at Carol.swiderski@omh.ny.gov.

Interagency Workgroup

The New York State Office of Mental Health (OMH) will serve as the lead procurement agency for the ESSHI RFP under the guidance of the interagency workgroup (the “workgroup”). Although the OMH is the lead, proposals are not restricted to mental health purposes, but should serve the range of needs from the population of clients served by the following agencies. This workgroup includes representatives from several State agencies including but not limited to those involved in the initiative:

- Department of Health (DOH) including the AIDS Institute;
 - New York State Homes and Community Renewal (HCR);
 - Office of Alcoholism and Substance Abuse Services (OASAS);
 - Office of Children and Family Services (OCFS);
 - Office of Mental Health (OMH);
 - Office for the Prevention of Domestic Violence (OPDV);
 - Office of Temporary and Disability Assistance (OTDA); and
 - Office for People with Developmental Disabilities (OPWDD).
-
- Service and operating funding for at least 1,200 qualifying individuals will be awarded through this third-round RFP. There is no minimum or maximum number of units that applicants may apply for.
 - For purposes of the ESSHI RFP, “qualifying individual” has the same meaning as “unit,” as in unit of cost (does not necessarily equate with unit of housing).

Introduction to the RFP

- New York State is issuing this Request for Proposals (RFP) opportunity, to advance the five-year goal of developing more than 6,000 units of supportive housing over five years for persons identified as homeless with special needs, conditions or other life challenges.
- Each applicant will be required to demonstrate that their proposal is consistent with their most recent HUD Continuum of Care reports or other local data and have the support of their local Continuum or local planning entity.
- Applicants must demonstrate how the proposal meets the gap that is identified in the Continuum of Care report or other local data, where available. For those areas of the state without a Continuum of Care, the proposal must demonstrate involvement with local levels of planning to ensure necessary planning and engagement processes have been completed.
- Sixty-five percent of the scoring of this RFP will be assigned based upon how the proposal addresses locally specific needs. Cost effectiveness and readiness comprise the balance.
- Up to \$25,000 per unit annually in services and operating funding is available through this RFP.

Key Events/Time Line

- RFP Release Date 05/01/18
- Webinar 05/15/18
- Questions Due 05/22/18
- Questions Posted on Website (Tentative Date) 06/05/18
- Proposals Due (received by 2:00:00 pm) 06/19/18
- Conditional Award Notifications (Tentative Date) 08/07/18
- Contract Start-Date TBD

Scope of Project

- Funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units.
- Funding through this RFP is available to support the services and operating needs of projects which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to supplant or enhance their existing subsidies.
- At a minimum, applicants should propose an operating subsidy sufficient to cover the projected operating costs of the assisted units minus the amount of rent that will be paid by the assisted households. Project based Section 8 cannot be used to assist operations of ESSHI units.
- The ESSHI contract will be between the not-for-profit awardee and State Agency(s) responsible for providing oversight of the permanent supportive housing services to the population(s) to be served.

Homeless Definition

In order to be considered homeless for the purposes of this RFP, an individual must meet one of the following criteria:

1. be an un-domiciled person (whether alone or as a member of a family) who is unable to secure permanent and stable housing without special assistance. This includes those who are inappropriately housed in an institutional facility and can safely live in the community and those who are at risk of homelessness;
2. be a youth or young adult who left foster care within the prior five years and who was in foster care at or over age 16, and who is without permanent and stable housing;
3. be an adult or young adult reentering the community from incarceration or juvenile justice placement, who was released or discharged, and who is without permanent and stable housing; or
4. be a young adult between the ages of 18 and 25 years of age without a permanent residence, including those aging out of a residential school for individuals with an intellectual or developmental disability.

Objectives and Responsibilities under the RFP

- The rental subsidies and/or services provided under this initiative are intended to be a means to provide affordable and stable housing and services to families, individuals and youth/young adults who are homeless and have at least one or more disabling conditions or other life challenges. The intended outcomes for this RFP are to:
- Identify and locate eligible homeless families, individuals, and/or youth/young adults;
- Increase the availability of supportive housing as a means to reduce homelessness;
- Provide services and supports to help eligible families, individuals and/or youth/young adults manage health and behavioral health conditions and support recovery, and to assist families, individuals, and/or youth/young adults to become and remain stably housed;
- Provide service and operating funding for supportive housing units developed with separate capital funding mechanisms and/or a combination with other available private, federal, state, or local funding resources.
- Increase the availability of supportive housing as a means to facilitate access to health services and improve the health status and quality of life experiences of Medicaid Redesign Team eligible families, individuals, and/or youth/young adults;
- Provide housing stability for young adults between ages 18 and 25, in a supportive environment based on positive youth development principles that recognize and build on the young adults' strengths, and to maximize educational and employment opportunities to enable young adults to achieve self-sufficiency.

Supportive Housing

- Part of New York State's Housing Plan includes an investment of new supportive housing resources and services to address vulnerable populations experiencing homelessness. Therefore, the availability of and access to various support services such as employment and training opportunities, parenting education, counseling, independent living skills training, primary healthcare, substance use disorder treatment and mental health care, child care, and benefits advocacy are critical components of any project funded under this plan.
- The support services provided should be tailored and appropriate to the specific population to be served (e.g., safety planning for victims of domestic violence, treatment for substance use disorder, etc.).
- Note that this initiative focuses only on permanent supportive housing as defined in the glossary. Transitional and emergency housing beds are not eligible. Staff should have the skills, qualifications and experience necessary to help the head of household set meaningful goals and make progress toward achieving them. The services can be provided on- or off-site (or a combination of both), and either directly by the project sponsor or through partnerships with other community-based agencies (or a combination of both).

Time Frame

- Applicants are expected to secure capital funding sufficient to fully finance the housing project for which they are requesting ESSHI funding through this RFP within 12 months from the date of the ESSHI conditional funding award.
- If after 12 months from the date of the conditional service and operating funding award, the applicant has not successfully secured commitments for the capital financing necessary for the project, the Interagency Workgroup has the option to rescind the conditional ESSHI award.
- The ESSHI Interagency Workgroup has the option to provide extensions beyond 12 months from the date of the conditional service and operating funding award if the opportunity for application to an uncommitted capital financing source was not available during the 12 month period, if the application is still pending consideration by the capital funder, or for other reasons as determined by the Interagency Workgroup to achieve the objectives of the State's overall Housing Initiative for supportive housing.

Time Frame

(continued)

- Applicants who received a conditional award in 2017 and are unable to secure 100% of the capital for the project by September 2018 should consider reapplying if ESSHI funds are still contemplated for the project.
- A prior conditional award does not guarantee a new conditional award resulting from this solicitation.
- In the event a capital award is rescinded, any conditional ESSHI award made through this RFP would also be rescinded.
- Any applicant that fails to obtain capital within the 12 month time frame and has its conditional ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities.

Separate Capital Funding

- No capital funds are available through this RFP. The intent of this RFP is to provide the service and operating funding needed to operate the permanent supportive housing units in an integrated setting that will be developed through capital funding made available through capital funding mechanisms, including:
 - New York State Homes and Community Renewal (HCR)
 - Homeless and Housing Assistance Program (HHAP)
 - Office for People with Developmental Disabilities (OPWDD)
- These funding sources may be combined with capital funding from other acceptable governmental agencies, private sources, or partnering, whenever possible, with a project developer that has secured or is in the process of securing capital funding.
- The applicant should clearly state the status and sources of any capital funding that the applicant or the project developer is in the process of securing.

Capital Funding Available from HCR

- Projects that plan on financing through HCR will have opportunities to apply for capital funding through HCR after receiving a conditional award under this RFP.
- Applicants seeking NYS Housing Finance Agency (HFA) bond financing will be able to apply for capital funding through HFA's "Open Window" RFP.
- Applicants seeking HCR 9% Low Income Housing Tax Credit (LIHTC) financing will be able to apply for capital funding through the 2017 Unified Funding Round. Information and application instructions are available at <http://www.nyshcr.org/Funding/>.

Capital Funding Available from OTDA

- Applicants to this RFP may also be eligible to apply for capital funding through HHAP.
- HHAP is administered through an open-ended RFP, meaning proposals are accepted for consideration on a continuous basis until it is determined that funds are no longer available for award.
- The HHAP RFP specifically prioritizes projects to be developed in conjunction with ESSHI.
- Applicants considering applying for funding through HHAP should visit <https://otda.ny.gov/contracts//> for additional information and to verify that OTDA is accepting applications.
- Applicants are encouraged to submit a concept paper for feedback prior to submitting a full application.
- Note that projects that have received an HHAP award reservation, but have not closed on financing, are eligible to apply under this RFP.

Capital Funding Available from OPWDD

- For ESSHI applicants proposing to serve people with an intellectual/developmental disability and intending to seek capital funding through HCR (i.e., Unified Funding or Tax Exempt Bond Financing) an OPWDD capital award is required.
- Applicants interested in applying for OPWDD capital funding should contact OPWDD's Office of Home and Community Living at 518-473-1973 with any questions, or to request a copy of the OPWDD capital award application.

Predevelopment Funding Available from OMH

- For NFP providers/developers that are proposing to serve individuals with a Serious Mental Illness, it is anticipated that there will be predevelopment capital funds available through OMH.
- Applicants who have received a conditional service and operating award and are in need of predevelopment funds will be eligible to apply to OMH for the predevelopment capital funding as available.
- This funding will be in the form of a construction grant that will need to be repaid as part of the permanent financing structure.

Predevelopment Funding Available from OASAS

- For providers/developers that are proposing to serve individuals with a Substance Use Disorder (“SUD”), OASAS seeks to assist the New York provider pool interested in participating in the ESSHI supportive housing initiative by making available one-time funding to support applicants’ pre-development costs (e.g., consultant development fees, property deposits, architectural fees, etc.).
- OASAS is allocating up to \$50,000 per applicant, as available for pre-development funding. Providers awarded this funding will have no obligation to repay OASAS for the capital pre-development funds provided. This funding will only be available after the provider has received a ‘Conditional ESSHI Award,’ has indicated a commitment to housing homeless persons with diagnosed histories of SUD, and has OASAS as their contracting agency.
- OASAS’ pre-development information and application forms can be found at the Housing Bureau website: <http://www.oasas.ny.gov/housing/initiatives/Pre-DevelopmentFunding.cfm>.

MRT Eligibility and Funding

(new)

- Projects of 15 or more ESSHI qualifying individuals, with 30 or more dwelling units in total, serving the applicable populations listed below will be required to set aside 25 percent of designated ESSHI units for high-cost, high-need Medicaid users (see the Glossary for “MRT eligible individuals” definition). MRT eligible individuals includes those who are both homeless and have one or more of the following disabling conditions or life challenges (as well as meet the definition in the Glossary):
 - SMI;
 - SUD;
 - HIV/ AIDS;
 - Chronic homelessness;
 - Frail elderly/ seniors (see the Glossary for definition);
 - I/DD

MRT Eligibility and Funding

(continued)

- Projects can be cross-disability and contain more than one population.
- Only proposed projects that are applying to specifically serve MRT eligible qualifying individuals are required to fill out and attach Appendix A (MRT Project Questionnaire). Applicants with proposals that meet the 25 percent requirement will be requested to fill out the MRT Project Questionnaire at the time that a conditional award is given.
- The qualifying individuals referred to the 25% MRT qualifying units must meet the identified eligibility categories as identified in the definition of MRT Eligible Individuals (see Glossary) through discussion with DOH or the State Contracting Agency (SCA). DOH or the SCA can assist in identifying these prioritized populations to meet the 25% requirement.

Funding Availability

- Up to \$25,000 in services and operating funding is available annually for each qualifying individual.
- Funding through this RFP is available to support the services and operating needs of projects, which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to enhance their existing subsidies; or projects specifically wherein tenants are already residing.
- Applicants are encouraged to seek additional funding to leverage the resources made available through this RFP.

Medicaid Redesign Team (MRT) Eligible Individuals

Individuals enrolled in Medicaid or have billed Medicaid in the last 12 months and are Medicaid eligible, and meet one of the following in the past 12 months:

- Eligible for or enrolled in a Health Home;
- State hospital, and/or state/voluntary Community Residence (CR), and/or Community Residence-Single Room Occupancy (CR-SRO) resident or;
- Skilled Nursing Facility (SNF) resident;
- Enrolled in Health and Recovery Plan (HARP for behavioral health) or Special Needs Plan (HIV/AIDS);
- Qualify as a high Medicaid utilizer by meeting one of the following:
 - Have two or more inpatient stays
 - Have five or more emergency department visits, or
 - Have four or more emergency department visits, and one or more inpatient stay; or
- Qualify as a high Medicaid utilizer by being within the top 20% of Medicaid recipients' spending relative to the county of fiscal responsibility and target population parameters (e.g., an SMI recipient in Westchester would have to have base period spending in excess of 80% of the SMI Medicaid population in that county.)
- The qualifying individuals referred to the 25% MRT qualifying units must meet the identified eligibility categories as identified in the definition of MRT Eligible Individuals through discussion with DOH or the State Contracting Agency. DOH or the State Contracting Agency can assist in identifying these prioritized populations to meet the 25% requirement.

Funding Request Example

- If an applicant proposes to serve ten (10) individuals with HIV at an amount of funding of \$12,000 annually qualifying person, the application would need to clearly state:
“the applicant is seeking a total of \$120,000 annual funding to support the Services and Operating of ten individuals diagnosed with HIV.”
- The applicant would also need to cite reasons the population was chosen and how the proposed housing will address this population’s needs.

Olmstead Compliance

- Projects must comply with the Olmstead decision of the United States Supreme Court. Therefore, projects must provide integrated settings for individuals with disabilities (see glossary for definition). Integrated settings are required for any homeless population that falls under the Americans with Disabilities Act (ADA), such as individuals with SMI, SUD; intellectual or developmental disabilities (I/DD); or persons living with HIV or AIDS.
- Generally, mixed-use projects that integrate affordable housing with supportive housing are considered integrated, provided that no more than 50% of the total units are reserved for individuals with disabilities (60% in New York City).
- Certain SCAs may have additional restrictions or considerations. For example, OPWDD requires that the total number of units serving individuals with I/DD may not exceed 25% within a project, and that the total percentage of all individuals with disabilities in the project may not exceed 30%. For projects assigned to OASAS as the SCA and consisting of 31 or more dwelling units, are expected to comply with the above stated Olmstead requirements.
- It is expected that projects comply with the State's Olmstead Plan (<https://www.ny.gov/programs/olmstead-community-integration-every-new-yorker>).
- Failure to comply, if applicable, may result in the disqualification of the proposal.

Term of Contract

- The contracts awarded in response to this RFP will be for five years from the date of securing the operating certificate or ability to move tenants into the supportive housing project.
- The contract will be executed between the State agency(s) responsible for providing oversight of the permanent supportive housing services to the population(s) to be served and the NFP service provider that received the ESSHI award.
- In the event there is more than one population to be served through any single application in response to this RFP, a lead State agency will be determined, and will assist the selected project to comply with any requirements of applicable State agencies that serve such populations.
- Not-for-profit service providers must adhere, under this RFP, to all applicable statutes, laws and regulations with respect to serving the eligible target population(s).

Eligible Applicants

- The submitting organization must be eligible to apply. This funding opportunity is only open to NFPs that are properly incorporated or organized under the laws of New York, and Tribal Organizations, with demonstrated experience in one or more of the following areas:
 - Housing for homeless families, individuals, and/or young adults;
 - Housing for families, individuals, and/or young adults with an unstable housing history;
 - Housing for families, individuals, and/or young adults who are at risk of homelessness;
 - Housing for families, individuals, and/or young adults that have health, mental health, intellectual or developmental disability, and/or substance use disorders;
 - Housing for youth/young adults with significant histories of mental health, foster care or criminal/juvenile justice involvement; and
 - Providing services and supports to help families, individuals, and/or youth/young adults that have disabling conditions or life challenges as identified in Section 1.4 that require specialized support services to become and remain stably housed.

Eligible Target Populations

- The eligible target populations to be served under this program are families with a qualifying individual, individuals and/or young adults who are both homeless (see glossary for definition) and who are identified as having an unmet housing need as determined by the CoC or local planning entity or through other supplemental local, state and federal data, AND have one or more disabling conditions or other life challenges, including:
 - SMI;
 - SUD;
 - Persons living with HIV or AIDS;
 - Victims/Survivors of domestic violence;
 - Military service with disabilities (including veterans with other than honorable discharge);
 - Chronic homelessness as defined by HUD (including families, and individuals experiencing street homelessness or long-term shelter stays);
 - Youth/young adults who left foster care within the prior five years and who were in foster care at or over age 16;
 - Homeless young adults between 18 and 25 years old;
 - Adults, youth or young adults reentering the community from incarceration or juvenile justice placement, particularly those with disabling conditions;
 - Frail Elderly/Senior: Any person who is age 55 and older, who is enrolled in Medicaid, and requires assistance with one or more activities of daily living or instrumental activities of daily living. Eligible persons are referred from a Skilled Nursing Facility (SNF), or identified as homeless by a Health Home, hospital, Managed Care Organization (MCO), medical respite, Managed Long-Term Care (MLTC), Performing Provider System (PPS), or shelter); and
 - Individuals with I/DD.

Eligible Expenses

Any funds awarded to applicants under this RFP must be used to provide rental assistance and services to eligible target populations so that they remain stably housed. Permissible uses of funds awarded under this RFP that meet such purposes include, but are not limited to, providing support for:

- Rental subsidies and other occupancy costs. Funding requested for rental subsidies and other operating costs must be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units;
- Costs associated with services and/or staff that help the eligible target population remain stably housed, including program supervision, housing counselors or specialists, and employment counseling;
- Services or staff to identify and locate the eligible individuals that need housing;

Eligible Expenses

(Continued)

Eligible services designed to assist eligible families, individuals and young adults to live independently and remain stably housed. They may include but are not limited to providing the following linkage and/ or direct services which are not funded through other mechanisms, such as Medicaid:

- primary health services;
- behavioral health services;
- housing case management, including eviction prevention services and skills building around tenant responsibilities;
- counseling and crisis intervention;
- risk assessment/reduction and safety planning;
- legal system and court assistance;
- coordinating access to civil legal services including immigration, family, matrimonial, consumer and housing;
- trauma-informed assessment and services;
- public benefits management and advocacy with multiple systems engagement (CPS/ACS, DSS/HRA/DHS, OVS, etc.);
- employment and vocational training and/or assistance;
- educational assistance, including GED support;
- parenting skills development and support;
- child care assistance;

Eligible Expenses

(Continued)

- direct provision of child care services;
- children's services, including educational advocacy, support and counseling;
- pregnancy prevention, including counseling;
- family reunification and stabilization;
- life skills training and support;
- health education;
- transportation assistance for needed services/entitlements;
- building security services;
- information on other available services to meet clients' needs and referral as appropriate;
- social/recreational services;
- Homeless Management Information System (HMIS) expenses;
- transportation assistance for needed services/entitlements;
- other like services defined by the applicant and approved by the Contracting State Agency; and/or
- services or staff to assist eligible families, individuals and young adults in navigating the range of available housing and social service resources, identifying available housing opportunities, and completing housing applications, and documentation requirements.

Ineligible Expenses

- Funds awarded under this RFP may not be used for ineligible expenses, which include but are not limited to the following:
 - Administrative and overhead expenses budgeted at more than 15% based on the Consolidated Fiscal Reporting (CFR) requirements;
 - Expenses considered as non-allowable per Appendix X of the CFR Manual http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html;
 - Any costs associated with capital development of the project (e.g. construction costs);
 - Any costs determined to be duplicative by the SCA;
 - Any costs associated with emergency housing or transitional supportive housing; and
 - Bond debt service.

Reporting and Operating Requirements

- Applicants awarded funding through this RFP must conform to the reporting requirements established by the interagency workgroup, the SCA(s), and when applicable Medicaid Redesign Team reporting.
- Contracting State Agencies may have different reporting requirements and operating guidelines for services and operating units developed through this RFP.
- All awardees are encouraged to familiarize themselves with the various reporting and operating requirements specific to the appropriate Contracting State Agency and target population.

Applicant Overview

- Applications should be submitted electronically through Grants Gateway at <https://grantsgateway.ny.gov/>.
- See Section 6 of the RFP for specific Grants Gateway instructions.

Selection Criteria

- **Need (35 points)** – respond fully to questions set forth in application. Highlights include:
 - Overview and history of Agency
 - Describe Target Population
 - Highlight agency experience
 - Describe identified needs
 - Factors that have created/perpetuated homelessness
 - Why the need for supportive housing
 - Thorough description of the community
 - Continuum of Care/Local Planning Support Documentation
 - Letter of support
 - Data
 - Gaps Analysis

Selection Criteria (continued)

- **Impact (30 points)** – respond fully to questions set forth in application. Highlights include:
 - To what extent will the proposal have a meaningful impact on addressing the identified needs of the eligible target population (s) identified in the proposal.
 - Demonstrate the appropriateness of the program's approach to meet the needs of the target population.

Selection Criteria (continued)

- **Readiness (10 points)** – respond fully to questions set forth in application. Highlights include:
 - Extent to which the applicant is either independently or in conjunction with a housing developer working towards project-readiness (i.e. does the applicant have site control, does the applicant have capital funding sources already secured, realistic time-frame for project completion.)
- **Cost Effectiveness/Budget (25 points)** – respond fully to questions set forth in application. Highlights include:
 - Cost effectiveness of the proposal
 - The budget should be complete, comprehensive and realistic
 - Extent of any additional funds to leverage ESSHI funding
 - Fiscal viability and history of successfully managing public funds

Contract Readiness

- Prior to submitting an application for funding, applicants are responsible for various verifications which validate their capacity and organizational authority to receive public funding and operate as a Not-for-Profit corporation in the State of New York, or both. Recipients of grants must be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their Identification Number at the time of contracting. To register and for additional information on the Vendor File, visit: https://www.osc.state.ny.us/vendor_management/index.htm
- Not-for-profit (NFP) vendors must be registered with the Attorney General's Office as a charitable organization, and the registration must be up to date at the time of contracting. Vendors must be sure all their documents are up to date and comply with the Vendor Responsibility requirements. To determine the status of your Charities Registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

Contract Readiness

- Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website, including *The Vendor Prequalification Manual* and an online tutorial to walk users through the process. Effective July 31, 2013, all NFP vendors doing business with the State of NY must be prequalified in order to submit a competitive bid in response to an RFP issued by NYS. NFP contractors should go to the Grants Gateway, www.Grantsgateway.ny.gov, for registration and www.grantsreform.ny.gov to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires a paper form being sent by mail.

Grants Gateway



New York State
Grants Gateway



[Grants Gateway Login](#)

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Grant Opportunity Portal - Home

Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The **Grantee Document Vault** is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, a grantee must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

Check back regularly as efforts to integrate with the Statewide Financial System are underway.

For additional information see the Grants Reform Website. www.grantsreform.ny.gov

BROWSE

Looking for a listing of funding opportunities? Use the Browse feature to get started.

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SEARCH

Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.

[Search Now!](#) 

NOTIFICATION

Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you.

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REGISTRATION

If you are already a vendor with NYS or are interested in becoming a vendor request access here.

[Request Access Now!](#) 

For a complete listing of all New York State procurement and grant opportunities, please visit the [Contract Reporter](#).

What to do if you have Questions during the process?

- Written questions regarding this RFP will be accepted until 05/22/18 at 4:30 pm. No telephone inquiries will be accepted. Answers to all questions will be tentatively posted on OMH's website by 06/05/18. Questions may be submitted via mail, or email to:

Carol Swiderski, Contract Management Specialist 2

Questions

NYS Office of Mental Health

Contracts and Claim Unit

44 Holland Ave, 7th floor

Albany, NY 12229

Carol.swiderski@omh.ny.gov

- All questions must be typed and include the RFP section the question is about. Along with the question(s), provide your name, organization, mailing address and email. To receive a hard copy of the Questions and Answers document, please contact Ms. Swiderski at the address above.

Instructions on Submitting Proposal

Proposals must be submitted through the Grants Gateway **by 2:00:00 p.m. 06/19/18.**

Proposals can not be submitted via facsimile or e-mail.

Note that the Issuing Officer for this RFP is as follows:

Carol Swiderski, Contract Management Specialist 2
Application Proposal
NYS Office of Mental Health
Contracts and Claim Unit
44 Holland Ave, 7th floor
Albany, NY 12229

Applying in Grants Gateway

- Log into Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator.



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Applying in Grants Gateway

- Under the View Available Opportunities section click the “View Opportunities” button.

New York State
Grants Gateway

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Training Materials | Organization(s) | Profile | Logout

SHOW HELP!

Welcome Richard
Grantee Contract Signatory
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Richard, please choose an option below.

View Available Opportunities
You have 58 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
VIEW OPPORTUNITIES

My Inbox
You have 2 new messages.
Select the **Open Inbox** button below to open your system message inbox.
OPEN INBOX

My Tasks
You have 3 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.
OPEN TASKS

[Top of the Page](#)
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Applying in Grants Gateway

- Search for Grant Opportunity or click on link to Grant Opportunity

[SHOW HELP](#)

Search by Due Date From: To:

Search by Status

Search by Eligibility

Search by Funding Agency

Search by Service Area

Search Results
 Click the **Grant Opportunity Name** to view more detail on Available Opportunities.
 Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
Office of Mental Health	Choir Attire Initiative	Available	For Profit, Governmental Entity, Individual, Not-For-Profit, Tribal Organization		NA	
Office of Mental Health	Choir Competition	Available	Not-For-Profit		NA	
Office of Mental Health	Congregate Supportive Housing for Adults with SMI in Community Board One (1) or Community Board Two (2) Richmond County	Available	Not-For-Profit	December 7, 2016	NA	
Office of Mental Health	Congregate Supportive Housing for Adults with SMI in Community Board Three (3) in Richmond County	Available	Not-For-Profit	December 2, 2016	NA	
Office of Mental Health	Ecosystem Based Management Soil Health Mini-Grants for the Great Lake Basin & Mohawk River Basin	Available	Governmental Entity, Not-For-Profit		NA	
Office of Mental Health	Empire State Supportive Housing Initiative	Available	Not-For-Profit, Tribal Organization	February 27, 2017	NA	
Office of Mental Health	Helping hands While Still Employed and Disabled	Available	Individual, Not-For-Profit		NA	
Office of Mental Health	Mental Health	Available	Not-For-Profit	April 8, 2016	NA	
Office of Mental Health	Monday's Grant	Available	For Profit, Governmental Entity, Individual, Not-For-Profit, Tribal Organization		NA	

Applying in Grants Gateway

- Click the “Apply for Opportunity” button.

The screenshot displays the New York State Grants Gateway interface. At the top, there is a navigation bar with links for Home, Grant Opportunity Portal, Applications, Contracts, Progress Reports, and Tasks. A secondary navigation bar includes Training Materials, Organization(s), Profile, and Logout. The main content area features a 'Back' button and the heading 'Opportunities'. A notice states that an online application is required and provides contact information for John Dion. The 'Funding Profile' section includes details such as Grant Opportunity ID (DHS01-OCTTRN-2016), Agency (Division of Homeland Security and Emergency Services), and Contact Information (John Dion, john.dion@its.ny.gov). A prominent blue button labeled 'APPLY FOR GRANT OPPORTUNITY' is shown, with a red arrow pointing to it from below. To the right, the 'Full Announcement Details' section provides further information: Applications Due (October 18, 2017), Bidder's Conference (October 16, 2017), Location Address (Webinar), and Anticipated Award Date (Sunday, April 01, 2018).

New York State
Grants Gateway

Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks

Training Materials | Organization(s) | Profile | Logout

◀ Back

Opportunities

NOTICE: Online application is required for this opportunity. If you are concerned about your ability to apply online please contact John Dion at john.dion@its.ny.gov.

Funding Profile

Grant Opportunity ID
DHS01-OCTTRN-2016

Agency
Division of Homeland Security and Emergency Services

Grant Opportunity
Applying for a Grant Opportunity - October 2016

Contact Name
John Dion

Contact Email
john.dion@its.ny.gov

Solicitation Profile
This is a training opportunity to show applicants the process for applying using the Grants Gateway.

APPLY FOR GRANT OPPORTUNITY

Full Announcement Details

Applications Due (Date / Time)
October 18, 2017 / 04:00 PM EST

Bidder's Conference(s)/Application Workshop(s)

Conference Name Bidder's Conference

Conference Contact

- Name: John Dion
- Phone: (518) 474-5595
- Email: grantsreform@its.ny.gov

Date/Time 10/16/2017 1:00:00 PM

Location Address Webinar

Instructions Email grantsreform@its.ny.gov to confirm your registration

Round 0

Attendance Required Yes

Anticipated Award Date Sunday, April 01, 2018

Anticipated Initial Contract Length 3 Years

Total Funding Available \$100,000,000.00

Anticipated Amount of Award(s) 100 awards up to \$1m each

Funding If additional funds exist after 100 applications are funded, additional applications

Applying in Grants Gateway

- Click Project/Site Addresses

[Back](#)
[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Progress Reports and Related Documents](#)

Applying for a Grant Opportunity - October 2016 Menu - Forms

Please complete all required forms below.

Document Information: [DHS01-OCTTRN-2016-00008](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
	Contract Document Properties		Richard Umholtz 6/7/2017 9:26:31 AM	
Application Information				
	Print Application			
	Full Version of RFP			
	Application Versions			
Program Information				
	Project/Site Addresses			
	Program Specific Questions			
Expenditure Budget				
	Personal Services - Salary			
	> Personal Services - Salary Narrative			
	Personal Services - Fringe			
	> Personal Services - Fringe Narrative			
	Contractual			
	> Contractual Narrative			

Applying in Grants Gateway

- Fill out all applicable fields

The screenshot shows the New York State Grants Gateway interface. At the top, there is a navigation bar with links for Home, Grant Opportunity Portal, Applications, Contracts, Progress Reports, and Tasks. Below this is a secondary navigation bar with links for Training Materials, Organization(s), Profile, and Logout. A blue bar contains 'SAVE' and 'CHECK GLOBAL ERRORS' buttons. The main content area includes a 'Back' link, a 'Menu' icon, and several status and management links: Forms Menu, Status Changes, Management Tools, and Progress Reports and Related Documents. The document information is 'DHS01-OCTTRN-2016-00008' with a 'Details' link. The section is titled 'PROJECT/SITE ADDRESSES' and includes instructions for completion. The form fields are as follows:

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Project Statewide:

Address 1:

Address 2:

City:

County:

State:

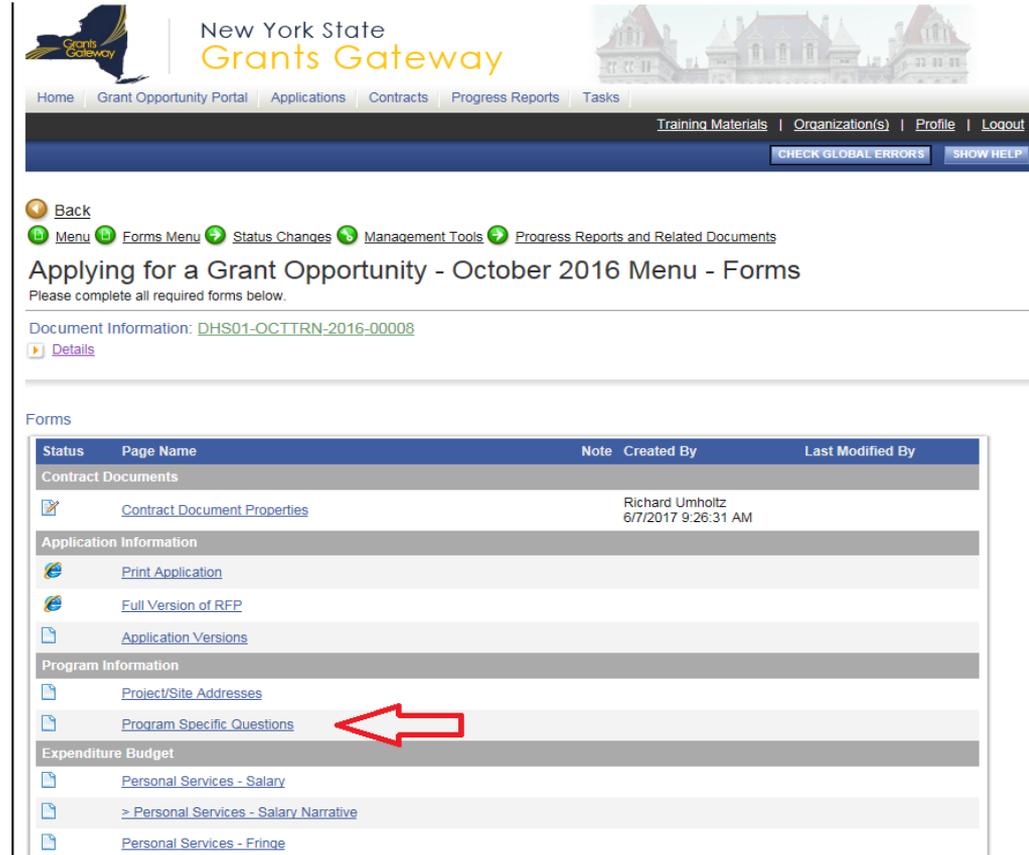
Zip:

Regional Council:

Agency Specific Region:

Applying in Grants Gateway

- Click Program Specific Questions



New York State
Grants Gateway

Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks

Training Materials | Organization(s) | Profile | Logout

CHECK GLOBAL ERRORS SHOW HELP

Back

Menu Forms Menu Status Changes Management Tools Progress Reports and Related Documents

Applying for a Grant Opportunity - October 2016 Menu - Forms

Please complete all required forms below.

Document Information: [DHS01-OCTTRN-2016-00008](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
	Contract Document Properties		Richard Umholtz	6/7/2017 9:26:31 AM
Application Information				
	Print Application			
	Full Version of RFP			
	Application Versions			
Program Information				
	Project/Site Addresses			
	Program Specific Questions			
Expenditure Budget				
	Personal Services - Salary			
	> Personal Services - Salary Narrative			
	Personal Services - Fringe			

Applying in Grants Gateway

- Fill out each Program Specific Question

[CHECK GLOBAL ERRORS](#)

[Back](#)
[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

Document Information: [OMH01-ESSHI2-2017-00001](#)
[Details](#)

PROGRAM SPECIFIC QUESTIONS

Instructions:
1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title *

Please respond to each question.

A SECTION - Need

1 Provide an executive summary of the proposed project. Please include target population, total number of housing units, number of ESSHI units, location, building description (if known), and capital project team (if known). *

0 of 4000

2 Provide an overview and history of your agency. Explain how the agency meets the eligibility requirements set forth in the RFP. *

0 of 4000

3 Describe the target population(s) the proposal would serve. If the proposal will serve MRT eligible individuals, Appendix A (MRT Project Questionnaire) must be completed and uploaded to the application in the pre-submission uploads section. *

0 of 4000

Applying in Grants Gateway

- Click through each applicable budget category

	Project/Site Addresses
	Program Specific Questions
Expenditure Budget	
	Personal Services - Salary
	> Personal Services - Salary Narrative
	Personal Services - Fringe
	> Personal Services - Fringe Narrative
	Contractual
	> Contractual Narrative
	> Travel Narrative
	Equipment
	> Equipment Narrative
	Space/Property Rent
	> Space/Property: Rent Narrative
	Space/Property: Own
	> Space/Property: Own Narrative
	Utilities
	> Utilities Narrative
	Operating Expenses
	> Operating Expenses Narrative
	Other Expenses Detail
	> Other Narrative
	Expenditure Summary
	Match Worksheet

Applying in Grants Gateway

- Fill out all required fields

PERSONAL SERVICES - SALARY

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Salary position has been saved successfully, select the **Add** button above to add additional Salary position.
4. Click Forms Menu to return to the navigation links.

Salary Detail

In the Salary section only include staff positions related to the implementation and administration of the program. If Salary is not applicable leave this section blank.

Details

Position/Title	<input type="text"/>
Role/Responsibility	<input type="text"/>
# in Title	<input type="text"/>

Financial

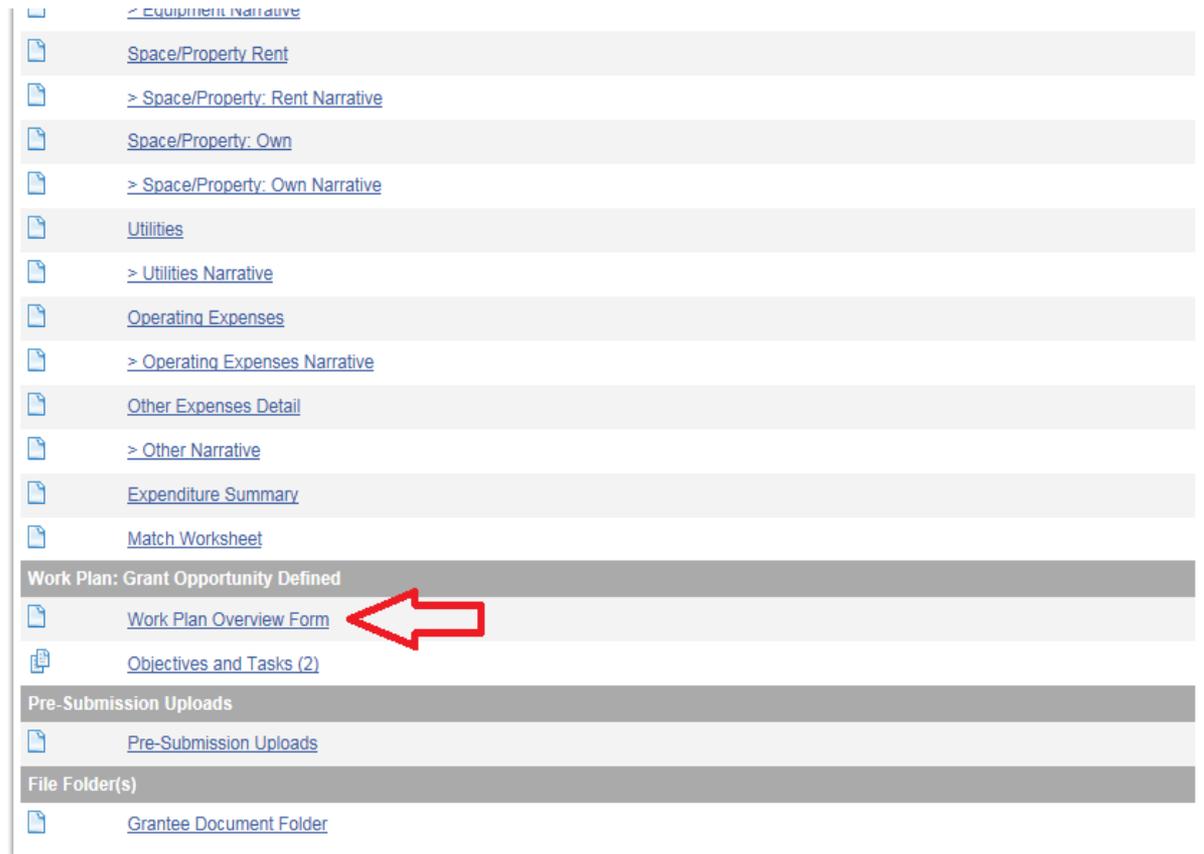
Annualized Salary Per Position	<input type="text"/>
STD Work Week (hrs)	<input type="text"/>
% Funded	<input type="text"/> %
# Months Funded	<input type="text"/>
Total Grant Funds	<input type="text"/>
Total Match Funds	<input type="text"/>
Match %	0%
Total Other Funds	<input type="text"/>
Line Total	\$0.00
Category Total	\$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

Applying in Grants Gateway

- Click Work Plan Overview Form



The screenshot displays a list of documents in the Grants Gateway system. The documents are organized into several sections:

- Equipment Narrative**
 - [Space/Property Rent](#)
 - [> Space/Property: Rent Narrative](#)
 - [Space/Property: Own](#)
 - [> Space/Property: Own Narrative](#)
- Utilities**
 - [Utilities](#)
 - [> Utilities Narrative](#)
- Operating Expenses**
 - [Operating Expenses](#)
 - [> Operating Expenses Narrative](#)
- Other Expenses Detail**
 - [Other Expenses Detail](#)
 - [> Other Narrative](#)
- Expenditure Summary**
 - [Expenditure Summary](#)
- Match Worksheet**
 - [Match Worksheet](#)
- Work Plan: Grant Opportunity Defined**
 - [Work Plan Overview Form](#) (indicated by a red arrow)
 - [Objectives and Tasks \(2\)](#)
- Pre-Submission Uploads**
 - [Pre-Submission Uploads](#)
- File Folder(s)**
 - [Grantee Document Folder](#)

Applying in Grants Gateway

- Fill out the Work Plan Section

SAVE CHECK GLOBAL ERRORS

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Progress Reports and Related Documents](#)

Document Information: [DHS01-OCTTRN-2016-00008](#)
[Details](#)

WORK PLAN OVERVIEW FORM

Instructions:
The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From To

Project Summary
Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

↑
↓

0 of 50000

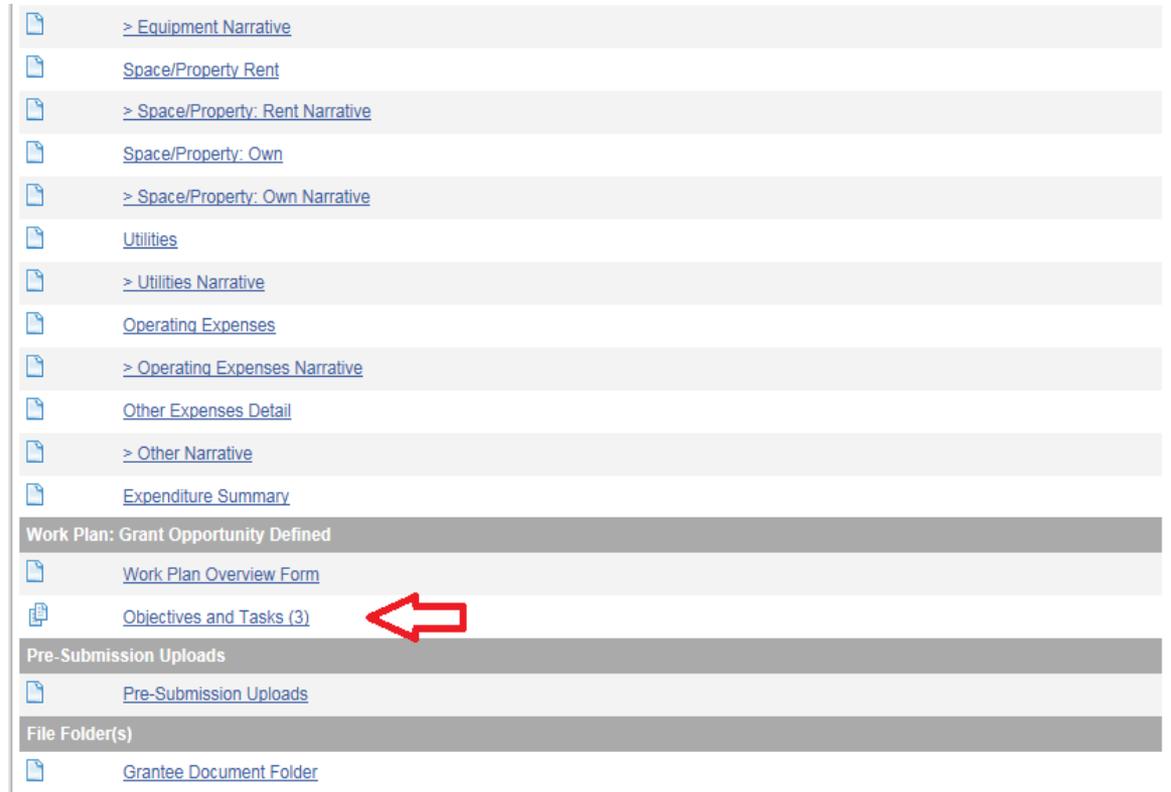
Organizational Capacity
Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

↑
↓

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Applying in Grants Gateway

- Click on Objectives and Tasks



The screenshot displays a list of document links in a Grants Gateway application. The links are organized into several sections:

- > [Equipment Narrative](#)
- [Space/Property Rent](#)
- > [Space/Property: Rent Narrative](#)
- [Space/Property: Own](#)
- > [Space/Property: Own Narrative](#)
- [Utilities](#)
- > [Utilities Narrative](#)
- [Operating Expenses](#)
- > [Operating Expenses Narrative](#)
- [Other Expenses Detail](#)
- > [Other Narrative](#)
- [Expenditure Summary](#)

Work Plan: Grant Opportunity Defined

- [Work Plan Overview Form](#)
- [Objectives and Tasks \(3\)](#) 

Pre-Submission Uploads

- [Pre-Submission Uploads](#)

File Folder(s)

- [Grantee Document Folder](#)

Applying in Grants Gateway

- Fill out all required objectives and tasks by clicking View/Add

Reports | Administration | Training Materials | Organization(s) | Profile | Logout
ADD NOTE CHECK GLOBAL ERRORS

[Back](#)

[Menu](#)
[Forms Menu](#)
[Status Changes](#)
[Management Tools](#)
[Related Documents and Messages](#)

Document Information: [OMH01-ESSHI2-2017-00001](#)
[Details](#)

OBJECTIVES AND TASKS

Instructions:

- Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
- Click Forms Menu to return to the navigation links.

Objective
Objective Name
Anticipated Outcome(s) of the project
Objective Description
Describe anticipated benefits for the recipients of services of the ESSHI project.

Number	Task Text	Performance Measures
1	Describe how your agency will measure housing stability.	View/Add
2	Describe an additional anticipated outcome for the residents and how your agency will measure.	View/Add
3	Describe an additional anticipated outcome for the residents and how your agency will measure.	View/Add
4	Describe an additional anticipated outcome for the residents and how your agency will measure.	View/Add

Applying in Grants Gateway

- Fill out Performance Measure

[Back](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

Document Information: [OMH01-ESSHI2-2017-00001](#)

[Details](#)

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective: Anticipated Outcome(s) of the project
Task: Describe how your agency will measure housing stability.

Performance Measure Name

Narrative

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Applying in Grants Gateway

- Click on Pre-Submission Uploads

	> Equipment Narrative
	Space/Property Rent
	> Space/Property: Rent Narrative
	Space/Property: Own
	> Space/Property: Own Narrative
	Utilities
	> Utilities Narrative
	Operating Expenses
	> Operating Expenses Narrative
	Other Expenses Detail
	> Other Narrative
	Expenditure Summary
Work Plan: Grant Opportunity Defined	
	Work Plan Overview Form
	Objectives and Tasks (3)
Pre-Submission Uploads	
	Pre-Submission Uploads 
File Folder(s)	
	Grantee Document Folder

Applying in Grants Gateway

- Click Document Template to access form
- Browse to upload

 [Back](#)
 [Menu](#)
 [Forms Menu](#)
 [Status Changes](#)
 [Management Tools](#)
 [Related Documents and Messages](#)
 Document Information: [OMH01-ESSHI2-2017-00001](#)
 [Details](#)

PRE-SUBMISSION UPLOADS

Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template, click the **Upload** row to upload the document as part of your application.

MRT Questionnaire (Appendix A)

MRT Questionnaire if appropriate.

Document Template: [Click here](#)

ESSHI tenant profile*

Projected tenant profile for ESSHI units.

Document Template: [Click here](#)

Additional document upload space

Space is provided for supplemental information to be uploaded.

Document Template: [Click here](#)

Grants Gateway Quick Start Guide

Quick Start Guide provides information pertaining to the use of Grants Gateway.

Document Template: [Click here](#)

Applying in Grants Gateway

- Click on Status Changes
- Click on APPLY STATUS under APPLICATION SUBMITTED

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Menu Forms Menu Status Changes Management Tools Progress Reports and Related Documents

Applying for a Grant Opportunity - October 2016 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [DHS01-OCTTRN-2016-00008](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

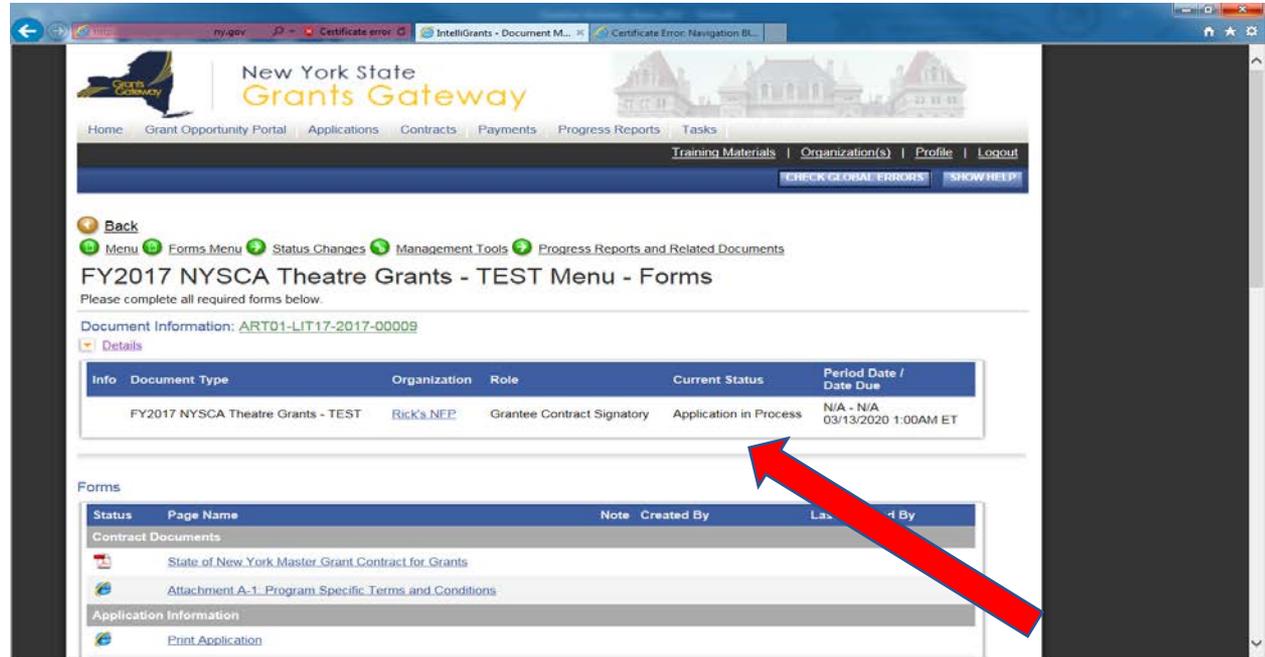
[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Applying in Grants Gateway

- After successfully submitting your application, you will receive an email confirmation.
- You may also check the status of your application after submitting it by clicking on the “Details” link. When you have successfully submitted your application the “Current Status” field will say “Assignment of Reviewers” instead of “Application in Process”.



The screenshot shows the New York State Grants Gateway website. The page title is "FY2017 NYSCA Theatre Grants - TEST Menu - Forms". Below the title, there is a "Details" link. A table displays the application information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	FY2017 NYSCA Theatre Grants - TEST	Rick's NEP	Grantee Contract Signatory	Application in Process	N/A - N/A 03/13/2020 1:00AM ET

Below the table, there is a "Forms" section with a table listing the forms:

Status	Page Name	Note	Created By	Last Modified By
	Contract Documents			
	State of New York Master Grant Contract for Grants			
	Attachment A-1: Program Specific Terms and Conditions			
	Application information			
	Print Application			

A red arrow points to the "Current Status" field in the table, which currently displays "Application in Process".

Tenant Profile

Population (multiple eligible target populations may be located within a singular housing project)													
Homeless (see glossary for definition) and who are identified as having an unmet housing need as determined by the CoC or local planning entity or through other supplemental local, state and federal data, AND have one or more disabling conditions or other life challenges, including*:													
	Serious mental illness (SMI)	Substance Use Disorder (SUD)	Persons Living With HIV or AIDS	Victims/Survivors of domestic violence	Military service with disabilities	Chronic homelessness as defined by HUD	Youth / young adults who left foster care within the prior five years and who were in foster care at or over age 16	Homeless young adults between 18 and 25 years old	Adults, youth or young adults reentering the community from incarceration or juvenile justice placement	Frail elderly/ seniors (age 62 and older)	Individuals with intellectual or developmental disability (I/DD)	MRT: Individuals who are Medicaid Redesign Team (MRT) high cost Medicaid populations	Total
ESSHI Only													
Number of units per population proposed to serve:	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ESSHI Units	0												
Total Non-ESSHI Units	0												
Total Project Units	0												

* See Section 1.4 of the RFP for full eligible population descriptions

- Must be completed and uploaded
- MRT figure may duplicate other columns