



Department  
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and Disability  
Assistance

Office for People  
With Developmental  
Disabilities

## **Empire State Supportive Housing Initiative (ESSHI) Scattered Site Forensic Supportive Housing QUESTIONS AND ANSWERS February 22, 2019**

1. The RFP section 5.1, Scope of Work section details the applying agency should establish partnerships and/or collaborative agreements with at least one Health Home serving their community and become a network partner with at least one Health Home. Our agency works closely with several Health Homes and CMAs, however, does not have a formal contractual partnership. Would our agency be required to have a formal contractual agreement with a Health Home to qualify for this RFP?

No, a contractual agreement with a Health Home is not a requirement of the RFP.

2. Is a letter of intent required for this RFP?

No, a letter of intent is not required.

3. Would our agency be able to accept qualified applicants of this RFP into our non-scattered site supportive housing programs and do a backfill into our scattered site housing program?

The question appears to propose moving an individual from an SP-SRO to scattered site housing, created through this RFP, and then fill the vacancy created in the SP-SRO with someone from the target population. Generally moving someone from permanent housing to permanent housing is not encouraged. However, this type of arrangement may be considered if there is a clinical rationale for doing so, on a case-by-case basis. However, in that scenario, the scattered-site unit would be supported by the ESSHI subsidy, not the unit in the single-site supportive housing program (e.g. an SP-SRO). ESSHI subsidies may not be used to supplant or supplement funding tied to and supporting an existing unit.

4. Regarding the nature of forensic histories of the individuals that would qualify for supported housing through the RFP, would those that have committed sex offenses be included as eligible applicants?

There are no exclusionary criteria.

5. An agency is interested in applying for this RFP, however, it was noticed that Niagara County is not included with the "100 units in Rest of State" does that exclude the agency from applying?

An agency based in Niagara County may apply for this RFP. However, units must only be sited in the counties as indicated in Section 1.2. Note also that in Section 5.4.2, an aspect of the evaluation criteria is familiarity with the community where the units are to be located.

6. Section 5.4.1 of the RFP lists several questions to be answered under "Proposal Narrative." However, no word/character/page limits are provided for responses to these questions, or other formatting guidelines. Have such guidelines been published? If so, where can they be found.

Please refer to Section 2.9 of the RFP that provides instruction on how to submit an application/proposal for this RFP. It must be submitted through the Grants Gateway. Each question in the Grants Gateway will indicate a character limit.

7. Can an organization submit proposals for both the Scattered Site Supportive Housing- SMI and Scattered Site Supportive Housing- SMI Reentry RFP's?

Secondly, page 4 of the Reentry RFP states a maximum of 40 individuals, but the scope of work says "up to 60 individuals". Can you confirm which is the correct maximum?

Yes, an organization can submit bids to both the Scattered Site Supportive Housing- SMI and Scattered Site Supportive Housing- SMI Reentry RFP's. Applicants proposing to develop units within the NYC Region may request to serve a minimum of 10 or maximum of 40 individuals. In the Rest of State, one award will be made for each county listed in Section 1.2, consisting of the number of units allocated to that particular county. Note that the reference in the RFP in the scope of work section indicating "up to to 60 individuals" is incorrect.

8. Will the referrals come from each of the referral sources listed in 5.1 on page 17, i.e. Central NY Psych Center Pre-Release Services, DOCCS, RCS, HRA, the OMH NYC Field Office, forensic case management, etc.?

In NYC, referrals will come from the Reentry Coordination System (RCS) which is the single point of access for all forensic housing referrals coming from State prison. See Section 1.1 in the RFP. RCS is operated by the Center for Urban Community Services. In the Rest of State, referrals will be generated from the Housing Single Point of Access (SPOA).

9. Should we prioritize by referral source or accept on a first come, first serve basis for individuals that meet criteria until the beds are filled?

Per section 5.1 Introduction individuals with “an AOT order receive priority consideration.” Otherwise, utilizing applicable referral sources and filling units on a first come, first served basis is acceptable.

10. While AOT individuals have preference, will those referrals also come from the SPOA?

See answer to # 8 above. In NYC, referrals will be generated through RCS. In the Rest of State, referrals will be generated from the Housing SPOA.

11. Outside of NYC, will the referrals need to be approved, and if so, by whom?

For the Rest of State, the referrals will be generated by the Housing SPOA who will work in partnership with the Central New York Psychiatric Center Pre-Release Services. If the consumer is on parole, the parole officer needs to approve the location of the housing, but is not approving the referral.

12. How much lead time should we expect in general prior to individuals leaving prison?

Central New York Psychiatric Center Pre-Release Services makes referrals within 8 weeks of release. The exact timing of the referral is dependent upon when CNYPC is notified by DOCCS of the release.

13. Are individuals returning to their former county of residence or could we be serving individuals who are coming into a county that is new to them?

Individuals could be either returning to their county of residence or moving to a new county.

14. Should our budget include funding for travel to training and/or meetings?

Yes, travel can be included.

15. Section 5.4.1f:

“Attach a copy of the proposed lease or sublease agreement. For sublease arrangements, provide the rent collection and rent arrears procedure. Describe the supports provided by the agency to appropriately ensure rent payment is made on time by residents. Provide the policy and procedure for terminating tenancy. Include a description of the range of interventions that would be used to prevent someone from losing their housing. Attach the grievance procedure that will be provided to residents.”

Since by definition scattered site supported housing participants lease apartments in their own name and in locations scattered throughout the community with numerous landlords, how are we to provide a copy of the proposed lease agreement? There would be separate leases for each individual served in the program, potentially with 16 different lessors.

In a situation where the lease is signed by the consumer, submit any agreements between the agency and the consumer which outlines the consumer’s responsibilities as a participant in Supportive Housing. In a situation where the lease is signed by the agency, submit a sample sublease agreement.

16. Are there suggested page limits or formatting guidelines besides the financial assessment section?

See response to Question 6.

17. Are there recommended staff/client ratios? Would ratios depend on the needs of the client population or program design?

These units must be operated in accordance with OMH’s Supportive Housing Guidelines, which indicate a staff ratio range of 1:20 – 1:30. However, the staff ratio will ultimately depend upon the needs of the individuals served.

18. Can we split personnel costs between the budgets of the two RFPs?

Staffing may be cost allocated across multiple programs. The methodology should be fully explained in the proposal.

19. The RFP states “providers that intend to target the Scattered Site Supportive housing units to persons residing in OMH licensed housing and target the vacancies in the licensed housing to persons referred from OMH PCs, Article 28/31 hospitals or RTFs should provide a detailed plan.” Likewise, can we target the Scattered Site Housing Units to persons residing in OMH licensed housing and target vacancies in the licensed housing to persons referred from prisons? The “daisy chain”.

In NYC, the Re-Entry Coordination System (RECS) does allow and will monitor all backfill arrangements.

20. Are the ESSHI funds for new units that are being developed/created/built by the non-profit organization requesting the ESSHI funds or are the ESSHI funds intended for use with existing scattered site apartments that currently exist in the community?

The ESSHI Scattered Site units are not specifically intended to be linked to a single-site project/building. However, units may be developed either on a scattered site basis through existing apartments in the community or within a single site project. The funding through this RFP is intended to be used to develop new rental units; these apartment rentals currently exist in the community. There is no capital associated with this RFP.

21. Can the ESSHI funds be used for existing scattered site apartments that are currently owned and operated by the non-profit agency that is requesting ESSHI funds?

Units funded under this ESSHI scattered site RFP may not supplant existing resources. As such, it is expected that the funding through this initiative will result in scattered site units not previously available as supportive housing.

22. For example, if an organization has one-bedroom apartments that it is currently using as shelter units but plans to change to permanent housing, could the units be used to serve one of the specified populations?

ESSHI funds may not be utilized to repurpose existing units or supplant existing funding for such units.

23. Does the 4,000 characters limit apply to attached documents as well as answer boxes?

The 4,000-character limit only applies when questions are answered directly in Grants Gateway, it does not apply to uploads.

24. Does this RFP allow for couples in a single unit?

Yes.

25. Does this RFP allow for a domestic partner who does not meet the criteria to reside in the unit with an individual who does meet the criteria?

Yes.

25. Agency currently operates a supportive housing residence for women as well as an awakenings program that works with women who are justice involved/transitioning from local prison, with mental illness co-occurring with substance abuse. Agency has a large facility and agency is wondering if they would be considered eligible, not for “creating” new units but for identifying a small number of units in the facility that already exists that can be repurposed for this need. This has been done for other contracts such as holding a certain number of units in the facility for those who are chronically homeless. The agency is a non-profit permanent LIHTC SRO housing facility with capacity for 193 women.

ESSHI funds may not be utilized to repurpose existing units or supplant existing funding for such units.

26. Is this the Round 4 ESSHI RFP?

No, this scattered site model is to enhance the ESSHI Supportive Housing RFP. We anticipate the Round 4 release of ESSHI later this year.