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With Developmental
Disabilities

Empire State Supportive Housing Initiative (ESSHI) Scattered Site Supportive Housing For Adults with Serious Mental Illness

QUESTIONS AND ANSWERS

February 22, 2019

1. In Section 1.2/Allocation of Scattered Site Units of this RFP, the first sentence states “200 units of ...”, but in other sections of the RFP, it states 250. Please clarify.

The first line in Section 1.2/Allocation of Scattered Site incorrectly states 200 unit when in fact 250 units will be awarded.

2. Page 4 of the RFP enumerates the recipient eligibility criteria for inclusion in this project. It indicates individuals with Serious Mental Illness (SMI) who are current residents of OMH-licensed residential programs (Congregate and Apartment Treatment) are eligible. However, page 6 indicates “this initiative focuses only on permanent supportive housing for individuals who are homeless...” These sentences appear contradictory. Must all candidates be homeless in order to be considered, and, if so, would that not preclude occupants of OMH-licensed programs from placement?

Congregate and Apartment Treatment are considered transitional therefore individuals in that level of housing do qualify for this RFP.

The definition in the Glossary reads as follows:

Homeless: 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.

3. Page 18 indicates this RFP “is issued to provide rental assistance and housing support services for up to 400 individuals...” Elsewhere in this document, it indicates it will serve 250 individuals. Kindly clarify this.

The first line in section 5.1 Introduction incorrectly states 400 individuals when in fact 250 units will be awarded to serve 250 individuals.

4. Page 18 indicates referrals “may come directly from referring entity, through the Single Point of Access (SPOA) or the Coordinated Assessment and Placement Systems (CAPS).” Is the assumption correct that it is therefore not a requirement that all referrals are processed through the SPOA?

In the NYC Region individuals maybe be referred by either SPOA or CAPS. For the Rest of State, referrals would be through the SPOA/SPA.

5. 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.

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

No, a letter of intent is not required.

7. 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.

8. With regard to the MWBE-SDVOB requirements – the requirement states (page 10 of the RFP), that if the services/commodities line is under \$25,000, the funding request is NOT subject to this requirement. Is my understanding of this correct?

Yes.

9. With regard to the MWBE-SDVOB requirements – is there an official definition of “services and commodities” that can be provided?

Service –The performance of a task or tasks that may include a material good or a quantity of goods, and which is the subject of a purchase or other exchange. Procurements of technology are conducted in the same manner as are procurements of services. <https://ogs.ny.gov/bu/pc/Docs/Guidelines.pdf>

Commodities – Material goods, supplies, products, construction items or other standard articles of commerce (other than technology) that are the subject of any purchase or exchange (State Finance Law §160 (3)).
<https://ogs.ny.gov/bu/pc/Docs/Guidelines.pdf>

10. Pertaining to the RFP released 1/24/19 for the OMH scattered –site supported housing beds funded through ESSHI for adults with SMI, is the funding per unit in the Western New York area \$20,000?

Yes, \$20,000 per qualified individual. More than one qualified individual may reside in a single apartment unit.

11. For a County LGU and SPOA team – Would it be allowed to apply as the applicant with a service provider already in mind? The county manages all of the mental health supportive housing beds and would be interested in applying for these as well and then work with one of our providers as a sub grantee, if possible.

No, as stated in section 2.5 Eligible Applicants - “Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that provide housing, mental health, and/or supportive services for persons with serious mental illness through programs that are licensed by OMH or funded by OMH or a Local Government Unit (LGU).” The contracts for these new units will be on direct contract with OMH.

12. In Section 1.2 Allocation of Scattered Site Units – Long Island Region the RFP states that applicants may request any number of units between a minimum of 10 units to a maximum of 28 and may request units in either or both Nassau and Suffolk County. It goes on to say that a minimum of 10 units will be awarded for units to be located in Suffolk County and a minimum of 10 units will be made for units to be located in Nassau County. Please clarify, could all 28 units be located in one county? And if a project only

required for example, 20 units in one county, would it likely be reduced (to 18) to allow for 10 units in the other county?

As noted in the RFP the Workgroup will be awarding 10 units in Suffolk County and 10 units in Nassau County. If an applicant requests 20 units in one county it may be reduced to 18 units to meet the intent of the RFP to award a minimum of 10 units in Suffolk County and a minimum of 10 units in Nassau County. However, a single applicant proposing to serve both counties may be awarded the 28 units allocated to the Long Island Region, provided again that a minimum of 10 units would be developed in each county.

13. Scope of Work, 5.1 pg. 19 – “When possible, tenants should hold their own leases.” Are there any types of situations that could be considered to prevent this from being possible?

It is encouraged that the lease is held by the consumer. In some instances landlords prefer the agency to hold the lease, in that case a sublease agreement should be in place between the agency and consumer.

14. Is there a prioritization (in addition to serving individuals with an AOT order) within the criteria, i.e. individuals with SMI being discharged from State Operated PCs vs. individuals with SMI who are currently homeless?

Yes, see section 1.1 Purpose of the Request for Proposals on page 4.

15. While all referrals are supposed to come through the SPOA, should the applicant be working with referral sources?

Yes.

16. For individuals being discharged from a RTF, can the referral come from the children's SPOA?

Yes, if it is the practice of the local children's SPOA/SPA to handle individuals who are 18 years or older being discharged from and RTF

17. Do we need letters of support from each county that we propose to serve?

No.

18. Are letters of support permitted to be submitted with a response? Are there any recommended letters of support?

Support letters are permitted, but not required. There are no recommended letters of support, nor will they be factored in the scoring. The opportunity in

Grants Gateway allows additional, optional uploads for such additional documentation at the applicant's discretion.

19. Section 5.4.1 of the RFP ask to "attach a copy of the proposed lease or sublease agreement." Is this a standard lease that landlords use in our community? Since this is scattered-site housing with a number of possible landlords, there will likely be some variation between lease form and terms.

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.

20. Are the following expenses allowable – furniture at move-in, back utility expenses, security deposit, household start-up supplies, bedbug abatement, med machines, phones for tenants?

The first quarter advance on the contract is used for start-up expenditures. Those expenditures will be review on an individual basis.

21. 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.

22. On page 20, the RFP states that the OMH contract at \$25,000 per unit in NYC, Nassau, Suffolk, Rockland, Westchester, Orange and Putnam Counties. Please consider whether Dutchess County also qualifies for the \$25,000 rate.

At this time Dutchess County rate will be \$20,000 per unit.

23. On page 22, the RFP states that OMH providers “shall base their response on the most recently published Residential Indicators Report.” The last report sent to providers was in August 2018. The OMH website has a report with dates of 1/31/18-2/1/19. Please clarify the report dates that should be used.

The 2/1/18-1/31/19 report should be used, which will be released imminently.

24. There are multiple ways to sort the Residential Indicators reports. Please clarify the specific report (if there is one) that should be used.

The RFP instructs applicants to base answers to question 5.4.2 (2a) on the most recently published Residential Program Indicator (RPI) report.

25. If an agency uploads a PDF to answer a question, does it need to have the same character limit as identified in Grants Gateway?

No.

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

No.

27. 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.

28. 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.

29. Are we encouraged to specialize in a particular subpopulation of those listed on page 4 of the RFP?

Bidders should demonstrate their experience providing services to subpopulations in their answer of question 1d. on page 21 of the RFP.

30. Can the budget for this proposal be used to enhance the staffing pattern of existing licensed programs who will be referring individuals to Scattered Site housing and accepting higher need clients into created vacancies?

No.

31. 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. However, units may be either scattered site through existing apartments in the community or within a single site project. The funding through this RFP is intended to be used to support new rental units for the target population, typically through apartment rentals that currently exist in the community. There is no capital associated with this RFP.

32. 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?

See the answer to question 31.

33. 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.

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

The 4,000 characters limit applies only to the answer boxes, it does not apply to uploads.

35. Will this application have an expenditure budget section or should all budget related information be uploaded in the program specific questions and pre-submission uploads sections?

All of the budget information should be provided through the two required presubmission uploads (Appendix B: Budget and Appendix B-1: Budget Narrative). It is not necessary to complete an expenditure budget form in the Gateway.

36. On page 19, section 5.3/Operating Funding...In this paragraph, it states "Contractors". What is the definition of contractor as related to the grant? Is the "Contractor" the awarded agency receiving the funds and implementing the grant?

Yes, the "Contractor" is the awarded agency receiving the funds and implementing the grant.

37. The units available for Broome County are 5 and the contract(s) awarded to this RFP will be for five years at an annual amount of \$20,000 per unit annually. Does this mean that the total number of individuals served will be 5 (one person per unit) for the five-year grant term? Or does this mean that the total number of individuals will be 5 each year (25 individuals over the five-year term)?

Without considering turnover, the total number of individuals served for the five-year grant term will be 5, one person per unit.

38. 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.

39. 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.