

Empire State Supportive Housing Initiative (ESSHI)
2020 Questions and Answers

1. A letter was received stating ESSHI Conditional Awards are now valid until May 18, 2021. Provided the criteria are met, it is understood that a request can be made for an additional extension past 5/8/21 for up to 6 months. In the RFP it says if an applicant received a conditional award in 2019 but are unable to secure 100% of the capital by November 2020 an applicant should reapply. Which date should be used if there is a need to reapply (November 2020 as stated in the RFP or May 2021 as stated in the letter)? Should an applicant reapply if they are unable to secure 100% of the capital by November 2020 or May 2021? If awarded under this round of the RFP, would it be eligible for the 6 month extension or is that only for 2019 awards?

Answer: Due to the pandemic, 2019 conditional awards were extended until May 18, 2020. Applicants who received a conditional award in 2019 and are unable to secure 100% of the capital for the project by May 2021 should consider reapplying if ESSHI funds are still contemplated for the project. Consistent with previous years, the 2020 ESSHI RFP does allow for extension of conditional awards granted under this funding opportunity where the conditions outlined in the RFP are met.

2. Is the primary qualification status that the person be homeless? Does this grant offer funding to people with intellectual and developmental disabilities?

Answer: As outline in section 1.4 of the RFP, individuals being served in ESSHI funded programs must be both homeless (see RFP glossary for definition) and have one or more disabling condition or other life challenge. Individuals with I/DD are an eligible target population.

3. Question relates to RFP Section 1.6 - Project is planning to pursue HCR capital funds under the next MFF 9% RFP. The summer HCR MFF 9% RFP required rents be set at the lesser of 2020 or 2019 AMI. Per Section 1.6 of the ESSHI RFP, rents will be set for ESSHI units to "at least 50% AMI". For purposes of the ESSHI budget, should the same rule be applied as under the HCR summer RFP? Meaning, should ESSHI rents be set to lesser of 2020 and 2019 50% AMI? Or should the ESSHI rents be set to at least 2020 50% AMI?

Answer: The ESSHI RFP does not establish an applicable AMI year. It only requires that for projects seeking funding through HCR, unit rents should be underwritten to at least 50% of the applicable AMI.

4. Can this year's ESSHI serve young adults and/or families who are either doubled up in overcrowded housing or living unstably as defined by HUD? They are not "literally homeless" as defined by HUD but they meet HUD's definition of lacking adequate stable housing.

Answer: Acceptable living situations at time of referral include sheltered homeless. Sheltered homeless is defined as "individuals who are residing in an emergency shelter, transitional, or other housing that is not permanent or secure, who would otherwise be

homeless. This includes homeless youth who are ‘doubled up’, a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members (also referred to as ‘couch surfing’).”

5. Please confirm that NYC housing developers can access project-based Section 8 vouchers toward rent on eligible ESSHI units in addition to the \$25,000 ESSHI award when capital funding is provided by HCR.

Answer: A project in NYC that is awarded Project-Based Section 8 subsidies could apply for ESSHI to fund services, but could not request rent subsidies from ESSHI.

6. The applicant for ESSHI funding has to be a NFP, and cannot be a government agency, for example the county veterans service agency. Is that correct?

Answer: This funding opportunity is open to not for profit organizations that are properly incorporated or organized under the laws of New York, and Tribal Organizations.

7. If other local documents are referenced to demonstrate the need (i.e., Comprehensive Plan, Community Needs Assessment) is it required to upload copies of those documents with the application?

Answer: It is recommended that applicants upload documentation referenced in their application that demonstrates need.

8. Should the non-ESSH tenant rents be included under “Other Funds” on the budget form?

Answer: No

9. Our residential programs currently serve formerly homeless seniors who may have physical/developmental disabilities, mental health, and/or substance abuse needs.

We currently have a residence with 4 (non-contracted) units. We are not currently seeking to complete a capital project but would like to submit the RFP for the 4 units.

Without a pending capital project are we eligible to apply for this RFP?

Answer: Funding awarded through this initiative must be linked to a housing development project that will create new housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. Applications that do not propose to create new housing units are not eligible for funding.

10. Is there a minimum number of units a grantee would have to build for the Empire State Supportive Housing Initiative (ESSHI)?

Answer: There is no minimum or maximum number of units for which applicants may apply.

11. The project has received HUD RAD PBV's and would not necessarily need rental assistance from ESSHI. Are we able to apply to ESSHI for services and staff only?

Answer: For projects in NYC that receive PBV's, applicants may request ESSHI funds for services and staff only. ESSHI is for the creation of new units, so projects that do not advance this objective are not eligible.

12. In regards to section 1.2 term of contract): Agency was not funded last round and recently resubmitted our 9% application on August 25. They will hear by the end of the year, if they are funded. If funded, the timeline will be extended from round 4. However, if they are not funded, they will apply to HCR again. The question - should they apply again in this current ESSHI RFP (round 5), in the event that they are not funded by HCR in this current application round, or would an extension be given for future HCR applications?

Answer: Applicants who received a conditional award in 2019 and are unable to secure 100% of the capital for the project by May 2021 should consider reapplying if ESSHI funds are still contemplated for the project.

13. Is an applicant permitted to submit more than one application? If this is permitted, would both proposals be given consideration, or would only one be eligible to be funded?

Answer: There is no limit on the number of applications one applicant can submit. Applications are scored and awarded independent of one another.

14. Is an applicant permitted to submit one application for two separate sites with different housing developer partners?

Answer: A separate application must be submitted for each distinct housing project. While multi-site development projects are eligible, they must be developed as a singular capital financing project to be considered a distinct housing project.

15. If an organization received an ESSHI award in 2019, would we be eligible to apply again this year and be awarded funding?

Answer: There is no restriction on a 2019 ESSHI applicant applying under the 2020 ESSHI RFP. Please note, a prior conditional award does not guarantee a new conditional award resulting from this solicitation.

16. Will the scoring be weighted against previous applicants or geographic regions to increase the number of awards to different organizations and/or communities?

Answer: No.

17. It is known that current properties from an existing program housing chronically homeless families will not be considered for this housing if the tenant already reside in the housing. Would houses from the existing program that are vacant and will be renovated for new chronically homeless families be considered for this funding? For example the agency

owns and operates 27 houses for homeless families and provide those families with wrap around support services. Twenty-five properties are currently occupied but two are vacant and scheduled for renovations. Would those two properties be eligible for operating support funding through this initiative?

Answer: ESSHI funding must be linked to a supportive 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. Existing projects that are under contract to provide supportive housing are not be eligible.

18. Should the startup furniture for residents be included in the ESSHI budget or will these expenses be part of a separate startup budget?

Answer: ESSHI contracts may be effective up to three (3) months prior to the opening of the project in order to provide for start-up costs. This may vary depending upon the State Contracting Agency (SCA). Furniture is an eligible startup cost. However, since they are not ongoing operating costs, applicants are encouraged to explore other potential sources of funding for these items. Applicants that choose to include such expenditures should represent such expenditures in the ESSHI budget.

19. Should the startup office furniture/expenses be included in the ESSHI budget or will these expenses be part of a separate startup budget?

Answer: See question 18.

20. A proposal with 30 ESSHI units and the 25% of these units for MRT is 7.5 units is in place, so it should rounded up to 8 units, right? And will this result in the need to complete the MRT form in the application?

Answer: In a scenario where 25% of the MRT eligible individuals equals 7.5, it would be expected the applicant round up to 8. Projects that are required to meet this 25% set aside are required to fill out the attached MRT Questionnaire at the time permanent award is granted.

21. The RFP mentions in several places that the apartments need to be located in an integrated setting. The want is to build 6 units as part of a new shelter project. These would be independent apartments but all 6 would be dedicated to the homeless. Is that allowable?

Answer: Assuming the 6 units referenced are for permanent housing, integrated settings are required for any homeless population that falls under the Americans with Disabilities Act (ADA). Homelessness is not a disability under the ADA. Without further information on who this project intends to serve, this question regarding integration cannot be answered. Please see Section 1.1 and the definition on page 32 of the Glossary for more information on integrated settings.

22. Is there a preferred split on how the \$25,000 award is allocated between rent and service dollars?

Answer: No, however supportive services are integral to ESSHI and should be to the appropriate level of need for the target population(s).

23. Is an applicant required to have site control? We are competing for a site in East Harlem in an HPD RFP. It is a strong proposal that relies on ESSHI.

Answer: No, applicants are not required to have site control.

24. Does "total number of dwelling units in the project" refer only to supportive units, or total units in the building (e.g. supportive and affordable or market rate units in buildings that are not 100% supportive.)

Answer: Total number of dwelling units refers to the total number of units in the building. In a mixed-use project, this includes both supportive and non-supportive units.

25. Regarding the reentry population, does the State have in mind a specific timeline between incarceration and supportive housing placement (e.g. incarcerated within the last year, 5 years, etc.)

Answer: Units designated for a reentry population are intended to serve individuals coming from prison or juvenile justice placement.

26. If the applicant underestimates tenant rent contributions (e.g. by underestimating wages, # of employed residents, etc) are there restrictions on how and when any surplus can be used? Must the surplus be used within the current budget period, or could it be held in reserve for operating or programing costs in a future year?

Answer: Additional cash flow from the tenant share of rent above projected levels should remain with the project and be used in accordance with the governing capital regulatory agreement of the project (e.g. deposited in reserve accounts).

27. Are NYC applicants receiving ESSHI funding required to utilize the CAPS system to determine supportive housing eligibility? Must all referrals for ESSHI funded units come through the CAPS system, or is this up to the determination of individual applicants?

Answer: Applicants should be working with the local Continuum of Care in identifying referrals or other appropriate homeless services coordinating body. The applicable local referral process should be followed as appropriate to the population. In NYC, CAPS would be applicable to most populations.

28. For a potentially large project, can two different social service providers submit ESSHI applications for one building serving different populations?

Answer: There is nothing that prohibits two different service providers from submitting ESSHI applications for one building serving different populations. Applicants should be aware that Olmstead requirements will be applied to the building as a whole.

29. If one agency submits two ESSHI proposals for two different populations (e.g., serious mental illness and developmental disability), will that decrease their chance of receiving funding for either one?

Answer: No. ESSHI applications are scored and awarded independent of one another.

30. If an agency has previously received ESSHI funding, does that decrease the likelihood of funding this year?

Answer: No. Previous ESSHI awards have no impact on future applications.

31. Must an organization apply for supportive services in addition to rental assistance? For instance, if the project is able to secure federal funds for rental assistance but still requires funding for supportive services, would they be allowed to apply only for supportive services and related operating expenses, if we can demonstrate we have the rental assistance committed by another entity and the participant will not be required to pay more than 30% of their income?

Answer: ESSHI provides service and operating funding. The only exception to applying for both services and operating funding is Project Based Vouchers for projects located in NYC as noted in the RFP.

32. My question pertains I believe to section 1.1 of this RFP, can an NPO request to develop in more than one (2) geographic area of the state. If so, does this require two RFP's or can they be differentiated in one RFP?

Answer: There are no restrictions in the RFP regarding Not-for-Profit Organizations serving multiple geographic areas. See question 14 regarding the need to file multiple applications.

33. Regarding Section 1.3, Eligible Applicants, are agencies that have already received ESSHI funding in an earlier round eligible for funding for another supportive housing project?

Answer: Yes.

34. Regarding Section 1.3, Eligible Applicants, may one proposal include partnerships with two Housing Developers for different sites?

Answer: Please see question 14.

35. Regarding Section 1.3, Eligible Applicants, may the same organization submit two simultaneous proposals?

Answer: Please see question 13.

36. Regarding Section 1.5, Award Allocations by Population Categories: If one nonprofit organization submits two simultaneous ESSHI proposals for two different populations (e.g., serious mental illness and intellectual/developmental disability), will that simultaneous submission decrease their chance that either proposal will be approved?

Answer: Two application submitted by one applicant proposing to serve two different populations will not have any direct impact on one another. Applications are scored and awarded independently.

37. Regarding Section 2.6, Selection Criteria, where the RFP says, "The Workgroup will continuously assess the breakdown of units awarded by region of the state ... to ensure that awards are being disbursed according to areas and groups with greatest need," does that mean that the Workgroup is seeking geographic diversity in its selection process?"

Answer: This language is consistent with language included in the ESSHI RFP in previous years. The only prioritization identified in the 2020 ESSHI RFP pertains to populations served.

38. Regarding Section 2.6, if an agency has previously received ESSHI funding, does that decrease the likelihood of funding this year?

Answer: No.

39. Are funds to initially furnish the ESSHI apartments eligible? Furnishings might include a bed, couch, dresser, kitchen table, etc. These funds will not be funded in the developer's HHAP or HCR application. Furnishing would stay with the ESSHI unit when/if client leaves.

Answer: Furniture and other expenses such as "start-up kits" for new tenants would be considered an eligible cost. However, since they are not ongoing operating costs, applicants are encouraged to explore other potential sources of funding for these items. Furniture can sometimes be considered under capital costs.

40. If we already own a building that we will be completing a moderate rehabilitation of, that already has 50% formerly tenants that will remain in the building, are we eligible to apply for the ESSHI funding under this RFP?

Answer: Please see questions 9 & 17.

41. Should respondents submit an ESSHI application for each building proposed, or can one ESSHI application be used for the entire project?

Answer: Please see question 14.

42. If the project will be developed in different phases, with different capital funding, do the respondents need to submit an ESSHI application for each phase of capital funding?

Answer: Applicants receiving a conditional award under ESSHI must then demonstrate 100% of the capital funds being secured to advance to a final ESSHI award commitment. As such, a separate ESSHI commitment should be sought for each distinct capital commitment.

43. 1.6 Eligible costs: Would the following leasing model be acceptable under the program: A private landlord makes a building available for reuse as a supportive housing program that contains six units (private rooms with kitchenettes but shared bathrooms). The nonprofit partner holds a master lease, and operates the program through sub-leases to the participants in the permanent housing program.

b. If that arrangement is acceptable, is ESSHI rental subsidy still an allowable cost? If not, is it the case that the participants would have to hold individual leases with the property owner?

c. If the units are rented to single individuals, one in each unit, is the unit cost based on 6 units?

Answer: A congregate housing model (shared bathrooms, kitchens, etc.) is not a permanent supportive housing model that ESSHI intends to expand. If an applicant can demonstrate why such model is a better approach for the target population, the ESSHI workgroup may consider the application. It is incumbent on the applicant to provide compelling reasons supported with research.

44. Section 1.1: We are a nonprofit partner working with the owner of a building that would be adapted/repurposed for supportive housing units. While we understand that capital expenses are a separate concern from the use of ESSHI funding, we are unsure what SCA or program might guide any renovation/adaptive reuse of the building we are considering. Do HUD Housing Quality Standards, or another model of standards apply to units funded under ESSHI? If other standards exist, can you please provide the name or the link?

Answer: This question does not pertain to the ESSHI RFP and cannot be answered. Potential applicants may contact the appropriate State Contracting Agency with oversight for any potential considerations or standards.

45. Sect. 1 and 1.1: Is ESSHI able to be used in situations where capital investment is not planned? For example, a property owner has a 4-bedroom property and wants to convert the use/units from a private use to a supportive housing model operated by a nonprofit partner, but no new construction or major rehabilitation is necessary. To the extent that repairs would be made by the landlord, would that constitute eligible private investment?

Answer: The RFP states that “funding must be linked to a housing development project that will create new housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units.” A housing development project may consist solely of acquisition or otherwise securing a site that does not require

construction or rehabilitation (e.g. a long-term lease or turn-key building). It is unclear from the example how the property is being funded or secured.

46. There is a new question on the MRT questionnaire (Q5): How will your organization ensure that the Medicaid Data Warehouse Spreadsheet will be filled out and submitted on a quarterly basis? Our agency is familiar with submitting HHAP and OTDA's Medicaid Tracking Tool as well as we are members in several of the Care Compass Cohorts in the area. As a cohort member we are required to upload Medicaid and PHI information in secure data bases, however we have not been required to submit information directly to the Medicaid Data Warehouse Spreadsheet as of yet. Is this something we need to get access to and if so who do we contact?

Answer: The MDW (Medicaid Data Warehouse) excel spreadsheet will be sent by Department of Health and/or State Contract Agency during the contract development. DOH will ensure all parties understand the necessary steps for submission. If providers have questions regarding the spreadsheet itself, after reviewing, they can reach out to their State Contracting Agency for further guidance. The document will need to be sent monthly until all high utilizer units are fully leased up. Once the units are full, then the spreadsheet is sent quarterly.

47. Last year, application was made for and received a conditional ESSHI grant (award letter was dated 11/15). However, developer has not yet applied for or secured capital funding at this point. Since that is the case, they asked us to re-apply for the same project. In order to do so, do we need a letter/written approval from NYS OMH, or do we just go ahead and re-submit? Can you advise? (The RFP section on securing capital funding is on pages 6-7).

Answer: A written letter of support from OMH is not required to reapply for ESSHI funding.

48. In Section 1.1, on funding parameters, the RFP states "Funding must be linked to a housing development project that will create new housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units."

Would a provider be able to apply for ESSHI for a portion of a project that is not new construction, but is completely new tenancy in a mostly vacant building? Would that qualify as the repurposing of vacant residential units?

Answer: ESSHI may not be used for a portion of an existing project or scattered site rentals. Repurposing of vacant units refers generally to the conversion of an entire unregulated building or buildings from private market rate housing to newly created supportive housing.

49. Is it correct that for an existing supportive housing project, any units that are already occupied by formerly homeless individuals would not qualify for ESSHI and that only vacant units would qualify?

If that's the case, can a sponsor potentially apply for more than what is currently vacant and then apply ESSHI as additional units become available in the first 12 months after the award is received?

Answer: That is not correct. ESSHI may not be used so to be interspersed into an existing project to supplement (or supplant) revenue. ESSHI may only be used to support the expansion of new units in a project.

50. What is the definition of "homeless" in reference to young adults between 18-25? Would young adults aging out of OMH group homes be considered homeless?

Answer: Please see the definition for "Homeless" as well as the supplemental definitions of "Sheltered Homeless" and "Unsheltered Homeless" in the glossary of the RFP for the full definitions of homeless. OMH group homes are considered transitional setting. Individuals residing in those settings are considered "sheltered homeless" and would be considered eligible for services under the ESSHI RFP.

51. Can we create a housing program for age restricted SMI, ie: young adults with SMI, 18-25?

Answer: Young Adult is defined in this RFP as individuals age 18-25. Applications may propose to serve individuals who meet the criteria both for young adult and SMI. Approval of any other age restrictions would be at the discretion of the state contracting agency and/or Division of Human Rights..

52. In reference to the NYS Vital Brooklyn Kingsboro RFP, are multiple ESSHI applications necessary based on the size and phasing timeline of the project, or can agencies submit one large application for the entire development RFP?

Answer: Applicants receiving a conditional award under ESSHI must then demonstrate 100% of the capital funds being secured to advance to a final ESSHI award commitment. As such, a separate ESSHI commitment should be sought for each distinct capital commitment.

53. Is there budget form data summary schedule, there isn't one on the portal, that we can find.

Answer: All required budget forms are contained in the Grants Gateway. The summary of expenses is auto-populated from the detailed line-item screens.

54. We have submitted an application for an HCR award and should be finding out the result of that in October. If we were to be awarded the ESSHI funding for this award cycle could we wait to use until 2022 when the HCR project would be complete?

Answer: Yes. It is understood that operating contracts will commence when construction has been completed.

55. Do the individuals in the i/dd category need to be OPWDD eligible?

Answer: Yes, a person must be OPWDD eligible to access an ESSHI apartment designated for a person with an intellectual/developmental disability. This requirement is specified in the definition of I/DD in the glossary beginning on page 32, as well as in other locations within the RFP, which states: *Intellectual / Developmental Disability (I/DD): OPWDD is responsible for determining whether an individual is eligible for services based upon the definition of "Developmental Disability" established through NYS Mental Hygiene Law §1.03(22) and in accordance with OPWDD's eligibility advisory guidelines. For the purpose of this RFP, a person must be determined eligible for services by OPWDD and be at least 18 years old.*"

56. Section 1.13: Does the State's overall goal of 30% for MWBE participation include specific, respective requirements for MBE and WBE participation?

Answer: The applicant should contact their State Contracting Agency for any specific requirements beyond the 30% goal.

57. Section 6: Is there a budget template that can be shared with applicants that matches the budget categories in Grants Gateway?

Answer: No, there is not a template other than screens provide for in the Grants Gateway system.

58. Is this the last round for the ESSHI program or will there be another opportunity/RFP released next year (or at a later date)? We have a few potential sites for which we're considering options. Also, can an organization submit more than one application (for different sites)?

Answer: The Questions and Answers process is limited to clarifying aspects of the current RFP and application. Yes, an applicant may submit multiple applications.

59. Can the Interagency Workgroup offer any additional details on the specific content to be included in CoC letters of support to substantiate project need? We'd like to make sure the support letter has sufficient detail for review purposes.

Answer: Letters of support are intended to demonstrate an awareness of the project and compliment the documentation of need for the project. There is no specific format for letters of support.

60. RFP Section 6 - -Is there a minimum administrative fee?

Answer: No, there is no minimum. However, the maximum allowable administrative costs may not exceed 15%.

61. RFP Section 1.7 - -Is there a limit on transitional costs in the budget, such as furniture or other essential living supplies?

Answer: Applicants are strongly encouraged to use broad categories in the budget, such as salaries, fringe, and rent subsidies. Proposed budgets will be evaluated on the cost

effectiveness, completeness, comprehensive nature, and reasonableness. The ESSHI RFP does not restrict individual line items other than administrative costs.

62. RFP Section 1.7 - -Are moving expenses an eligible ESSHI expense?

Answer: There's insufficient detail to respond if moving expenses are allowable based on the question submitted. Applicants are strongly encouraged to use broad categories in the budget format, such as salaries, fringe, and rent subsidies. Proposed budgets will be evaluated on the cost effectiveness, completeness, comprehensive nature, and reasonableness. The ESSHI RFP does not restrict individual line items other than administrative costs.

63. RFP Section 1.7 - -Are personal communication expenses (limited cell phones) an eligible ESSHI expense?

Answer: Yes. Applicants are strongly encouraged to use broad categories in the budget format, such as salaries, fringe, and rent subsidies. Proposed budgets will be evaluated on the cost effectiveness, completeness, comprehensive nature, and reasonableness. The ESSHI RFP does not restrict individual line items other than administrative costs.

64. RFP Section 1 - -If a household in which one qualified ESSHI individual moves into a 2-BR unit reduce your subsidy?

Answer: There is insufficient detail to respond to the question. However, it is possible in some cases for more than one qualifying individual to occupy a single dwelling unit. The household composition and population must be appropriate for permanent supportive housing and permitted to reside in a single dwelling unit. For example, OASAS does not support two unrelated adults with a SUD residing in a single dwelling unit as permanent supportive housing. The AIDS Institute, however, would allow a homeless couple with HIV/AIDS to be considered two qualifying individuals residing in the same dwelling unit.

65. RFP Section 1.4.2 -Would DOH need to review any non-MRT high need referrals if they're the contracting agency?

Answer: If the targeting population does not meet the MRT eligibility requirements, no.

66. RFP Section 1.4.1 - -If a potential referral was at home or sheltered, and goes into a nursing home or rehab facility due to a "fall" or some other type of life event, would they meet the homeless eligibility criteria?

Answer: Individuals must have been homeless prior to placement in a hospital or nursing home in order to be eligible for an ESSHI-funded unit.

67. RFP Section 5 – Glossary - -Why did the Webinar list different MRT qualifications than the 2020 RFP?

Answer: The MRT eligibility qualifications listed in the RFP are the correct.

68. RFP Section 6 - -what suffices as notification of application to local department of social services.

Answer: There is no prescribed format for notification, but it is recommended that local government entities are included in project development from its earliest stages.

69. Section 1, Introduction, Service & Operating Funding Process: Can a child <18 years old qualify as an eligible individual in a unit with more than one qualifying individual? For example, if the adult head of household is chronically homeless, and their child has a SMI, is that household eligible for up to \$50,000?

Answer: Applicants are required to designate units and project the number of qualifying individuals to establish an ESSHI award amount. As described, a chronically head of household would be residing in a unit designated under the ESSHI contract. Assuming the question is that if the head of household happens to have a child with a disability can the ESSHI award be increased? The answer is no. The ESSHI contract has already been executed with a maximum award amount. Increasing an ESSHI award amount at time of intake is not permissible.

70. Section 1, Introduction, Service & Operating Funding Process: OPDV does not allow multiple qualifying individuals in the same dwelling unit, but what if one of those individuals is the DV survivor's child with a qualifying condition? (for example, in a scenario like the one discussed above).

Answer: If the child is under 18 and the DV victim is the primary custodial parent, then the child would be considered part of the DV household and not a separate household. Refer to page 6 of RFP, "for purposes of the ESSHI RFP, "qualifying individual" has the same meaning as "unit," as in unit of cost. Projects may receive up to \$25,000 per qualifying individual/unit. For example, a two-bedroom apartment may serve one "qualifying individual" living with a partner or children." ESSHI qualifying individuals must meet the identified eligibility categories as identified in section 1.4 on page 11.

71. Section 1.9, Standard Contract Language: If the ESSHI applicant is partnering with a developer and is not the owner of the building, is the rent billing/invoicing process any different?

Answer: Response – ESSHI funds are paid to the not-for-profit applicant/contractor in accordance with the schedule and procedures of the assigned State Contracting Agency, regardless of the role of the ESSHI contractor in the ownership structure of the project. ESSHI contractors are required to document and provide sufficient back-up for all expenses for which ESSHI reimbursement is requested including rents.

72. Section 1.9, Standard Contract Language: Can the ESSHI awardee request monthly reimbursements from their SCA in order to make rent payments to the building owner on time?

Answer: Each State Contracting Agency varies on payment structure. Monthly reimbursement requests may be permissible.

73. For the “Living Situations at Time of Referral” criteria (Section 1.4.1), I was hoping that you could confirm what would be considered eligible “living situations” regarding survivors of domestic violence. Would survivors of domestic violence who are living with friends/couch surfing or who are attempting to flee current living situations to be considered “sheltered homeless” under this criteria? In other words, we want to confirm that our program can accept survivors who may not be using shelter services in escaping DV situations.

Answer: The “living situations at time of referral” list includes sheltered and unsheltered homeless circumstances. Definitions for sheltered and unsheltered homeless populations are included in the glossary that further contemplate DV. Nothing in the RFP should be interpreted to limit or exclude survivors of domestic violence, including individuals fleeing violence that are not being referred from a shelter.

74. For Prompt 2.1 in the Need Section of the ESSHI Application, I just wanted to confirm that applicants allowed to attach multiple reports in addition to CoC Point-In-Time data that would be considered by reviewers? We recognize that we will need to summarize and discuss relevant data including CoC data. However, owing to our populations of focus (i.e. survivors of domestic violence), we feel have multiple sources of relevant data that might not readily fit in the GrantsGateway response field.

Answer: Applicants are encouraged to submit any data they have compiled that demonstrates need.

75. Confirmation that it is free to use of mix of referral sources for a proposed DV supportive housing program beyond local CoC Coordinated Entry/SPOA processes—including direct referrals from non-residential victim services provider agencies. Is that correct?

Answer: Availability of ESSHI-DV units should be coordinated through the CoC while also accepting referrals from independent DV service providers.

76. In the guidance for the application’s Budget Section, it notes that applicants should itemize Administrative expenses in the Other section. Our agency uses an established Administrative & Overhead Rate (A & OH) to cover administrative expenses across all of our program. Would it be allowable to use this established A & OH Rate? Or do we need to itemize all potential administrative costs for the program?

Answer: Applicants should provide a detailed description and justification for the administrative expenses as requested in the RFP and application.

77. In Section 1.13.2 Equal Employment Opportunity Requirements, it states that

- a. “The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the SCA with their bid or proposal” and
- b. “To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form #

to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract.”

Should applicants submit these forms with their ESSHI proposal in Grants Gateway? If so, where would we find copies of these forms and attendant guidance documents?

Relatedly, we wanted to confirm that MWBE/SDVOB Utilization Plans are not required at the time of proposal submission.

Answer: Applicants do not need to submit these forms/plan in the Grants Gateway. State Contracting Agencies will request these documents after permanent ESSHI award is issued.

78. Are applicants allowed to propose ESSHI-funded services that might engage both ESSHI tenants and non-ESSH tenants? For instance, if ESSHI-funded staff offer group workforce development and financial education activities for ESSHI tenants, would it be permissible for non-ESSH tenants to participate in these services?

Answer: Incidental assistance to non-ESSH tenants is not prohibited. However, ESSHI funding should not be budgeted for services or staff time specifically allocated to non-ESSH tenants.

79. Is it allowable to use ESSHI funds to create an ESSHI tenant “flex fund” that would cover expenses related to the move into supportive housing?

Answer: Yes, expenses related to establishing a homeless individual or family in the housing unit are eligible. Such expenses should be described in detail and justified in the appropriate sections of the application.

80. Can ESSHI funding cover expenses related to acquiring/leasing vehicles to support service delivery?

Answer: Leasing a vehicle is a permitted expense, provided that such services are not funded through other mechanisms such as Medicaid.

81. What percentage of the unit cost is designated for rent vs program/services?

Answer: See Question 22

82. What is the ratio expectation of staff to participant, i.e., number of staff per number of residents receiving services?

Answer: Staffing should be adequate to provide the services proposed in the application and to meet the needs of the tenants. Applicants should consult the appropriate State Contracting Agency to determine if an expected staffing ratio exists.

83. We are expert in serving the population of adults with SMI. Can we choose to serve a single population, or must we serve a percentage of multiple qualifying individuals?

Answer: There is no expectation that applicants serve multiple populations. It is at the discretion of the applicant as to whether they wish to serve a single population or multiple populations.

84. Regarding the reentry population, are individuals leaving prison expected to be immediately eligible for placement in ESSHI funded permanent supportive housing upon release, assuming the application process is completed while the individual is still incarcerated?

Answer: Yes, individuals being released from prison are immediately eligible for placement in ESSHI units serving a reentry population.

85. Budget: For applicants who plan to subcontract a portion of the funding to another provider to offer complementary supportive services, should that provider be included as a single line on the line item budget (under subcontracts), or do you require a separate line item budget from the subcontractor?

Answer: If services will be subcontracted, it should be reflected in the appropriate section of the budget form, and fully detailed in the appropriate narrative and justification sections of the application and budget. There is no separate subcontracting budget format, nor should one be created and submitted.

86. Introduction section of the ESSHI RFP, on page 4. The language discussing ESSHI refers to a "five-year" plan to provide affordable and supportive housing. In the webinar, it was noted that this will be the fifth year the RFP is being released; additionally, the option to re-apply for ESSHI in future years was mentioned. Does OMH anticipate the availability of ESSHI funding in future fiscal years, beyond 2020-2021?

Answer: See question 58.

87. 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 permanent award is granted. Question: do questionnaires need to be submitted with the application or only if final award is granted?

Answer: Questionnaires need to be submitted if they are targeting to serve MRT eligible qualifying individuals. Projects that are subject to the 25% rule are required to submit the Appendix upon receiving the final award letter.

88. In section 1.1 of the RFP (Services and Operating Funding Parameters), it says 60% of the units (in NYC) are to be reserved for individuals with disabilities (e.g. the eligible target population).

Would like to know how the rent works for the others. For the other 40%, we're presuming they are not eligible for any services funding associated with this RFP. Presuming that's accurate, how is the rent established for this 40% (the non-program participants). Is their

rent based off the “legal rent” for that location? And are those tenants responsible for their entire rent (as opposed to paying only 30% of their income and having the balance paid via a stipend).

Answer: The RFP states that no more than 60% of the units in a project located in NYC can be reserved for individuals with disabilities (as defined by the Americans with Disabilities Act). Only units for which there is an ESSHI contract fall under the authority of the State Contracting Agency. The ESSHI workgroup cannot offer guidance on how to address non-ESSHI units in an applicant’s proposal.

89. A concept paper was mentioned during the 9/18 bidder’s conference, referencing that new applicants were encouraged to first submit 5-6 pages of outlined project to learn if the proposal was feasible.

What would the date for this be, and to whom would it be sent?

Answer: Concept papers were mentioned in reference to capital applications for the Homeless Housing and Assistance Corporation funding. Concept papers are not requested or required for ESSHI.