



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

September 18, 2020

# Housekeeping

- Please remember to mute your line.
- As stated in the RFP, applicants should formally submit written questions to Carol Swiderski, Contract Management Specialist 2 at [Carol.swiderski@omh.ny.gov](mailto:Carol.swiderski@omh.ny.gov). The official Questions and Answers will consist only of those questions submitted in that manner which will be posted along with the official responses on 10/2/20 on the OMH website.
- As an additional resource prior to the availability of the 2020 Q&A document, applicants may refer to the 2019 Q&A document posted on the OMH website. These Q&As may provide pertinent information immediately, with the caution of that new aspects of the 2020 RFP would supplant any relevant questions.

# 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 fifth-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 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 8/31/20
- Webinar 9/18/20
- Questions Due (must be received by 2:00 pm) 9/23/20
- Questions Posted on Website (Tentative Date) 10/2/20
- Proposals Due (must be received by 2:00:00 pm) 10/19/20
- Conditional Award Notifications (Tentative Date) 12/8/20
- 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.
- 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 young adults, survivors of domestic violence, and individuals with I/DD 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 2019 and are unable to secure 100% of the capital for the project by the time the conditional award expires (or do not have an appropriate reason to request an extension) 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)
- 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.
- Applications for NYS Housing Finance Agency (HFA) tax-exempt bonds and as of right 4% LIHTC, SLIHC in addition to a wide variety of subordinate financing resources are accepted on a continuous basis.
- Applications for Multifamily Finance 9% Low Income Housing Tax Credit (LIHTC), New York State Low Income Housing Tax Credit (SLIHC) and a wide variety of subordinate financing resources are accepted twice annually via an RFP process. HCR released a Multifamily 9% RFP in July 2020.
- Additional information on all HCR funding opportunities is available at <https://hcr.ny.gov/funding-opportunities>.

# 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.

# 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.

# Projects Involving Capital Funding from NYC Department of Housing Preservation and Development (HPD)

- Applicants that intend to apply to HPD for capital financing following receipt of a conditional ESSHI award must clearly specify the intended referral source in the ESSHI application. Prior to obtaining a committed ESSHI award, conditional awardees utilizing capital funding from HPD may be required to obtain written confirmation (e.g., soft commitment letter) from each agency administering the capital funding source applicable to the project that acknowledges and specifies the referral source(s) for the project.



# MRT Eligibility and Funding

- 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);
  - IDD

# 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.

# Medicaid Redesign Team (MRT) Eligible Individuals

Individual who is enrolled in Medicaid, or has used Medicaid in the last 12 months and is Medicaid eligible, and meets at least one of the following:

- Qualify as a Medicaid high utilizer by meeting one of the following over the past 12 months:
  - o Have two or more inpatient stays;
  - o Have five or more emergency department visits; or
  - o Have four or more emergency department visits and one or more inpatient stay;
- Qualify as a Medicaid high utilizer by being within the top 20% of adult Medicaid recipients' spending relative to the county where the capital project is located and the project's target population parameters (e.g., an applicant for housing targeting individuals with Serious Mental Illness (SMI) in Westchester County would need base period spending in excess of 80% of the adult SMI Medicaid population in that county);
  - Skilled nursing facility (SNF) resident;
  - State psychiatric center, state/voluntary Community Residence (CR), or Community Residence/Single Room Occupancy (CR/SRO) resident;
  - Enrolled or enrolling in a Health Home; or
  - Enrolled in a Health and Recovery Plan (HARP) or an HIV Special Needs Plan (SNP).

# 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.

# 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.

# Living Situations at Time of Referral

- Acceptable living situations at time of referral include unsheltered homeless; sheltered homeless; prison; institutions (State Psychiatric Center or Developmental Center); hospital or nursing home\*; medical respite; and OPWDD-eligible individuals who have been determined to meet the level of emergency need through the Certified Residential Opportunities review process.

\*Persons referred must have been homeless prior to placement in hospitals or nursing homes.

## Award Allocations by Population Categories

The State has continuously assessed the breakdown of units awarded by region of the state and special needs group they are serving to ensure that awards are being disbursed according to areas and groups with greatest need.

Consistent with the 2019 RFP, this year's RFP will include a system of categories of populations to best meet the objectives outlined in this RFP and the State's overall supportive housing goals.

# Award Allocations by Population Categories

(cont'd)

For purposes of this RFP, eligible populations are grouped into the following:

- Category One - (Chronic homelessness, SMI, SUD);
- Category Two - (Reentry, HIV, Youth/ Young Adult);
- Category Three - (DV, Military Service, Frail Elderly/ Seniors, I/DD)

A minimum of 50% of the number of awards that will be issued pursuant to this RFP will be allocated to Category One; no more than 25% to Category Two; and no more than 25% to Category Three.

For applications with a passing score that propose to serve populations that fall within multiple categories, the application will be assigned to the category served by the majority of units. The Workgroup and/or State Contracting Agency reserve the right to adjust the number of units awarded between populations.

Awards will be made in rank score order from all passing scores, subject to the allocations by categories. These categories are intended solely as a method to allocate ESSHI funding.

# 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](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; and
  - Any costs associated with emergency housing or transitional supportive housing



# 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/>.
- The RFP contains some specific Grants Gateway guidance and instructions. General information regarding how to access the Grants Gateway can be found at <https://grantsmanagement.ny.gov/> .

# Selection Criteria

- **Need (30 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 (15 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/state-vendors/portal/enroll-vendor-self-service-portal>
- 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](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, <https://grantsmanagement.ny.gov/> for registration and [www.grantsreform.ny.gov](http://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.

# Application Instructions Section

The 2020 RFP application instructions section includes the following:

- a) Budget section emphasizes that “ESSHI funding should principally be used for Personal Services (staff salaries and fringe), and rent subsidies. Any other expenses should be justified.”
- b) Pre-submission uploads have changed to INCLUDE both the required Letter of support from the CoC or other local planning entity, and a Sexual Harassment Prevention Certification.
- c) A separate Tenant Profile sheet is no longer required as a pre-submission upload.



# Grants Gateway



New York State  
Grants Gateway



[Grants Gateway Login](#)

[SHOW HELP](#)

## 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](http://www.grantsreform.ny.gov)

#### BROWSE

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

[Browse Now!](#) 


#### SEARCH

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


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#### 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.


[Sign-up Now!](#) 

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[Click here to update preferences.](#) 

#### 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 09/23/20 at 2:00 pm. No telephone inquiries will be accepted. Answers to all questions will be tentatively posted on OMH's website by 10/2/20. 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](mailto: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. 10/19/20.**

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, 7<sup>th</sup> floor  
Albany, NY 12229