



**Short-Term Transitional Residence for Individuals
Reentering the Community from Prison RFP**

Questions & Answers

1. We have been providing CBRB housing opportunities for post incarcerated men and women for many years. We have not been working with the OMH population specifically nor do we provide clinical services. Is this experience required in the application process for the STTR application?

ANSWER: Only applicants with experience operating licensed mental health housing *and* in providing supports to justice-involved individuals may apply to this opportunity.

2. I would like to get some clarification on the term “unit” which is used in the RFP, just to be absolutely clear. I believe the intention of the use of the word “unit” is to essentially synonymous with the term “an individual”. In our case, we would consider one residence in one county with 14 bedrooms (each individual having his own room. In this case each individual/bedroom would be considered one “unit”. Assuming a term of 120 days, then there would be three individuals using the one “unit” in a year. This residence would then satisfy 1 of the 12 programs in the state. Ideally there would be 3 x 14 =42 individuals housed in this residence in the year and satisfy the program goal for that county.

ANSWER: For the purpose of this RFP, the term unit is synonymous with individual.

3. Will clients maintain their chronic homeless status on the HRA after spending 120 days at the STTR?

ANSWER: Yes.

4. How will the building(s) be registered so that the clients aren’t entitled to tenant rights after 28 days?

ANSWER: The program will be categorized similar to emergency shelters or safe havens. Recipients will not have a lease or occupancy agreement. There will instead be a service agreement with a specific disclaimer of a right to occupy.

5. What will the process be after 120 days? Will we be able to essentially no longer permit an individual entry to the unit after this timeframe?

ANSWER: Although not strictly tied to the 120-day mark, individuals may be prohibited access to the program after discharge. Please see questions 21 and 23 for more information.

6. It is understood that the residence is required to be handicapped accessible. Is that for the entire building or for the units on the 1st floor? Of course, renovating buildings in NYC to include an elevator is not practical for most situations.

ANSWER: Accessibility standards require common spaces and at least one unit per program must be accessible.

7. Is there any flexibility in the staffing between having 10 or 14 units? Are we able to suggest a different pattern based on our experience/ability to hire for certain positions?

ANSWER: OMH will entertain requests to modify the staffing plan.

8. For the purpose of this RFP, is a "Unit" a Bed or a Room? If a Unit is a bed and we may put two Beds per room, this RFP is more fiscally viable.

ANSWER: See Question 2

9. Our nonprofit recognizes the dire need for this kind of short-term housing for this reentry population. We are eager to apply. We cannot emphasize enough that OMH is proposing a TH housing model that is desperately needed for our reentry population/street homeless folks. However, the staffing requirements are extensive in the RFP. When we run the salaries for NYS employees, the staffing and operations funding does not seem to work, fiscally. Should we retain the staffing required by OMH and submit a higher budget than \$120,500 per unit; or will that be disqualifying? In the alternative, should we propose a smaller but adequate staffing model, with a lower staff per participant ratio, or would that be disqualifying for our application?

ANSWER: The budget for this program is capped at \$120,500 per unit annually. Staffing plans should include all of the positions outlined in Section 5.1. OMH will entertain, on a case-by-case basis, modifications of the number of FTEs assigned to each position.

10. Which of the operating costs can go under Capital funding (rent, heat, telecommunications, etc.) and are those funds only available in Year 1?

ANSWER: No operating costs may go under capital funding.

11. What is the cap on Indirect Costs? We have a federally negotiated Indirect Cost Rate agreement we would like to apply in our budget.

ANSWER: Indirect costs are capped at 15% and are often referred to as agency administration and overhead costs.

12. Is a "Unit" a person, bed, or room for this RFP?

ANSWER: See question 2

13. We are a 501c3 that receives funding from OMH and we have a robust Criminal Justice Program helping those both in the out of prison reenter the community successfully. We do not have experience providing mental health housing, but extensive experience with providing case management services to those with serious mental illnesses reentering the community from prison. Are we still eligible? If we are eligible, must this be a capital project or can the program be developed around rented rooms?

ANSWER: Only not-for-profit agencies with 501(c) (3) incorporation that have experience operating a licensed, mental health housing program, and in providing supports to justice-involved individuals are eligible to apply. Those without the requisite housing experience may not apply. While rental arrangements are not prohibited under this RFP, there is no funding for rent.

14. Is the reimbursement per unit or per qualifying individual particularly as there is a stated option that: "Private bedrooms are ideal but no more than two people may share a room." If per unit, how will the wrap around services provided for the 2nd individual be covered as it is assumed to be part of the operating funding per unit?

ANSWER: See Question 2

15. Is there a specific age range to be considered under this RFP? This is important based on the intention to have them transition into permanent housing after 120 days.

ANSWER: This opportunity is intended to serve adults age 18+

16. Can we partner with other Organizations for instance to provide kitchen services offsite and if so, should the Partner and operating format proposed be included in the Proposal?

ANSWER: Applicants may subcontract with other entities to meet the obligations of this RFP. Applicants should thoroughly describe how they are meeting the expectations of this model.

17. Is the staffing requirement here in addition to the mandated positions detailed in Paragraph 2 on page 16?

ANSWER: There are no staffing requirements in addition to those outlined in Section 5.1 (page 16). The reference to traditional CR staffing in section 5.3 is an error.

18. The Program is referral based. If a unit is unoccupied for any reason, will payment of the corresponding operating fund be withheld?

ANSWER: No.

19. In the event of a discontinuation of the program because of availability of State Appropriations, will there be a notice period given and if so, for how long?

ANSWER: Consistent with OMH contract provisions, a 30-day notice of cancellation would be issued.

20. Will OMH reimburse any costs associated with the coordination of studies, appraisals and feasibility reports to evaluate potential sites?

ANSWER: Yes

21. What are the expectations of agencies if participants are unwilling to participate in their ADLs (Activities of Daily Living) or other services that would facilitate their moving into permanent housing?

ANSWER: This program is intended for individuals actively working towards a positive discharge outcome. OMH understands a period of adjustment may be necessary to engage individuals in services. However, if an individual does not wish to receive the services of this program, they should be discharged.

22. Are participants accepted in the program with active Housing applications? Is an HRA2010e complete before admittance?

ANSWER: Ideally housing applications will be started prior to admission to the STTR. Housing staff will finish the application if necessary and work with the individual to secure longer-term housing. If the housing application has not been started prior to admission, STTR staff should complete the application upon admission.

23. The expectation of the applicant is 120 days (about 4 months), with a maximum of 180 days (about 6 months). If the applicant's application for housing is not approved what is the expectation for length of stay? How will transitioning be handled if a participant is unprepared or found unable to transition at the expiration of the 120-day timeline set?

ANSWER: Individuals who are actively engaging in services towards a positive discharge outcome should be permitted to stay past the 120-day mark.

24. For Nassau/Suffolk, the RFP indicates that the site can be in either county, is the expectation that the residence will serve both counties and therefore requires notification of both LGUs?

ANSWER: Yes, where this is practicable (individual can access services, resources etc in home county when that is not the county where the program is sited).

25. Will the grant be submitted through grants gateway or through the SFS system?

ANSWER: Applications will be submitted through Grants Gateway.

26. The required staffing on page 16 includes two evening coordinators, is this a reference to overnight staff?

ANSWER: OMH defers to applicants on how to deploy staff. There is a requirement that the program is staffed 24/7.

27. In the description of operating funding (on Page 18), it states "This funding is intended to support a traditional CR staffing model, **plus** specialized staff as outlined in section 5.1." Could you confirm that the staffing model should include 24-hour direct care staff (per the traditional CR model) **in addition to** required specialized staff from section 5.1 (page 16)?

ANSWER: See Question 17

28. On page 3, the RFP indicates that the "residence will be required to be handicapped accessible." Does the entire residence need to be handicapped accessible? Alternatively, is it sufficient to ensure that access to and egress from the building and all common spaces is accessible and that one bedroom and bathroom are accessible?

ANSWER: See question 6.

29. In addition to the funding provided per unit by OMH, should the budget include any other income sources related to rent?

ANSWER: There is no expectation of any rental revenue for this program.

30. Will the individuals in the programs have established leases in the transitional residence?

ANSWER: No

31. Is there any recourse if an individual stays past 120 days?

ANSWER: See questions 21 & 23

32. The RFP states that the NYS OMH is seeking proposals from not-for-profit organizations with experience in operating a licensed, mental health housing program..." Can a not-for-profit organization, with experience as a licensed Mental Health Housing provider, apply for the Broome-based opportunity if their county is not listed as eligible, ex. Chenango County, to provide services in Broome?

ANSWER: Yes. There is no requirement that the applicant has experience in the proposed county.

33. Can a Chenango County not-for-profit organization, with experience as a licensed Mental Health Housing provider, be the grant holder and subcontract parts of the application to a Broome County not-for-agency, which is a licensed Substance Abuse and Mental Health Services (SAMHSA) agency to perform part of the required components?

ANSWER: Subcontracting arrangements are not prohibited. Applicants should thoroughly describe how they intend to meet the requirements of this RFP.