



# Empire State Supportive Housing Initiative

SFS ID #147

## Inter-Agency Service and Operating Funding Opportunity Request for Proposals

**June 2025**

Department  
of Health

Homes and  
Community  
Renewal

Office of Addiction  
Services and  
Support

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

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# **Empire State Supportive Housing Initiative (ESSHI)**

## **Inter-Agency Service and Operating Funding Opportunity Request for Proposals**

### **SECTION 1: Introduction**

New York has led the nation in affordable housing preservation and construction. The State Fiscal Year 2025-26 Enacted Budget continues funding to advance Governor Hochul's comprehensive plan for affordable and supportive housing to ensure New Yorkers have access to safe and secure housing. The State has committed this funding in order to create or preserve affordable and supportive housing units.

New York will invest a portion of these resources to specifically address vulnerable populations experiencing homelessness. To ensure the maximum benefit of this investment, the State will utilize the existing federal Department of Housing and Urban Development (HUD) Continuum of Care (CoC) model that engages localities and not-for-profit (NFP) providers in developing and implementing data-driven strategies to address homelessness in specific populations such as victims or survivors of domestic violence, runaway and homeless youth and formerly incarcerated individuals (see Section 1.4 for full list of eligible target populations). The State intends to develop a total of 20,000 units over a period of 15 years. As such, the State is issuing this Request for Proposals (RFP) to advance the goal of developing 1,400 units of supportive housing annually 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 CoC data or other local data and have the support of their local CoC or local planning entity. Support from the local CoC or local planning entity does not need to be site specific. However, the support letter should indicate the need for and support of a project serving the proposed population within the CoC's jurisdiction. CoCs or local planning entities are not expected to prioritize proposals. Applicants are required to notify the local government units (LGU), including both social service districts and/or local mental hygiene directors, of the proposed ESSHI project. Applicants should notify the LGU prior to submission of this application and should remain in regular communication throughout development. Proof of LGU notification will be required before projects receive lock in and a permanent award. For applicants proposing projects that include ESSHI units for people with intellectual and/or developmental disabilities, a letter of support from the OPWDD Regional Office is required. Failure to obtain these letters of support will result in the project being disqualified.

Applicants should demonstrate how the proposal meets the gap that is identified in the CoC report specific to the sub-populations proposed to be served or other local data, where available. For those populations not typically included in the CoC, the proposal should demonstrate involvement with local levels of planning to ensure that necessary local engagement processes have been completed, and may include supplemental local, state, and/or federal data.

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 of the elements on which the scoring will be based.

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. Based on this assessment, this RFP emphasizes the development of permanent supportive housing for underserved populations including chronically homeless individuals and families, individuals that have mental health and/or substance use

disorders, and victims or survivors of domestic violence. Applications where greater than 50% of the ESSHI units are dedicated to these populations will be eligible to receive more points than those that do not.

## **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, coordination of primary healthcare, substance use disorder treatment and mental health care, childcare, 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 or survivors of domestic violence, treatment for a substance use disorder, etc.).

Services should be appropriate to a supportive housing model. A policy of harm-reduction is expected. All services should be voluntary and there should be no requirements that a tenant be drug or alcohol free before renting, or while renting, a unit. Drug/alcohol testing is not acceptable. ESSHI projects are expected to follow a Housing First model (see glossary), which has been shown to be an effective approach to reducing chronic homelessness, as well as reducing barriers to permanent supportive housing. ESSHI projects are expected to maintain low barrier admission policies promoting a rapid transition from homelessness to housing for tenants. In implementing a low barrier admission policy, the following are prohibited for ESSHI tenants:

- Credit checks or debt-to-income ratios
- Criminal system background checks, although a housing provider can elect to screen for whether the applicant is a lifetime registrant on a sex offender registry
- Checking eviction & housing court history
- Application and background check fees
- Guarantors or co-signers, with the exception of not-for-profit government entities acting on behalf of their clients
- Home visits or representations of the applicant's living situation
- Outreach to current or previous landlords, neighbors, or others associated with the applicant's previous living situation.

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 applicant or through partnerships with other community-based agencies (or a combination of both).

Note that this initiative focuses only on permanent supportive housing as defined in the attached glossary. Transitional and emergency housing beds are not eligible.

## **Service and Operating Funding Process**

The following describes the focused, transparent and accountable approach that the State will take in allocating the services and operating funds so that the State's health and human services providers receive the assistance they need to house the vulnerable populations they serve.

The New York State Office of Mental Health (OMH) will serve as the lead procurement agency for this RFP under the guidance of the ESSHI Interagency Workgroup (the "Workgroup"). Although the OMH is the lead, proposals accepted through this RFP opportunity do not have to be for services

to persons with mental illness but should address the range of needs of the populations served by the following agencies. The Workgroup includes representatives from several State agencies including:

- Department of Health (DOH) including the AIDS Institute;
- New York State Homes and Community Renewal (HCR);
- Office of Addiction Services and Supports (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).

Funding for 1,400 qualifying individuals will be awarded through this ninth-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. Projects may receive up to \$34,000 per qualifying individual/unit in the New York City metro area (including New York City and Suffolk, Nassau, Westchester, Rockland, and Putnam counties), and up to \$31,000 in the rest of the state. For example, a two-bedroom apartment may serve one “qualifying individual” living with a partner or children. For some, but not all populations, a two-bedroom apartment may serve two “qualifying individuals”. In either scenario, \$34,000 in the NYC metro area and \$31,000 in the rest of the state is the maximum request for each qualifying individual. Note that the term “unit” with respect to permanent supportive housing funded under NYS capital programs continues to refer to a distinct, physical dwelling unit. Note further that certain agencies, such as OASAS and OPDV do not allow multiple qualifying individuals in the same dwelling unit. Similarly, it is the expectation of HCR that each qualifying individual would occupy a single housing unit. The terms “application(s)” and “proposal(s)” are used interchangeably throughout this RFP

### **Time Frame for Securing Capital Financing:**

Linking capital projects with the needed service and operating funding is a stated objective of this RFP. Therefore, 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 24 months from the date of the ESSHI conditional funding award. “Securing” of a capital award can be demonstrated by submission of an award letter or evidence of a decision by a granting agency (e.g., HHAC, HTFC, HFA). If after 24 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 conditional ESSHI award will expire. Any uncommitted award amounts may be added to the pool of available funding and made available in accordance with the terms of this RFP.

Applicants who currently have a conditional award and are unable to secure 100% of the capital for the project by expiration date should consider reapplying if ESSHI funds are still contemplated for the project. It is the intention of the Workgroup to continue issuance of an annual RFP despite the extension of the conditional award period to 24 months. Please note a prior conditional award does not guarantee a new conditional award resulting from this solicitation.

In the event a capital award is rescinded, any ESSHI award made available through this RFP may also then be rescinded. If the ESSHI award is rescinded, the applicant will be notified in writing of this decision and informed of the ability to reapply during the next RFP opportunity. Any applicant that fails to obtain capital within the 24-month time frame, resulting in the expiration of its conditional ESSHI award, will also be eligible to re-apply for service and operating funding during subsequent RFP opportunities.

## **Extensions of Conditional Awards:**

The Workgroup has the option, in limited situations, to provide extensions beyond 24 months from the date of the conditional service and operating funding award. Upon request, extensions may be granted under the following circumstances:

- If the opportunity for application to an uncommitted capital financing source was not available during the 24-month period, or
- If the application(s) to complete the capital funding package is/are still pending consideration by the capital funder at the time the conditional award would otherwise expire.

Unless otherwise noted, extensions granted by the workgroup will expire upon a determination on the capital application(s) which was the basis for the extension. However, the Workgroup reserves the right to adjust the time frame for such extensions, and to grant extensions for other unforeseen reasons at its discretion to achieve the objectives of the State's overall Housing Plan for supportive housing. Applicants with extensions are strongly encouraged to reapply if a subsequent ESSHI RFP opportunity occurs during the extension period. Additional extensions for new capital applications will not be granted.

## **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. For those projects that may need capital resources, the separate funding mechanisms include, but are not limited to: Homeless Housing and Assistance Program (HHAP), New York State Homes and Community Renewal (HCR), 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. Separate capital funding mechanisms from New York State agencies that are available at this time or are anticipated to support this RFP are described below for your information. Note that if capital funding has already been secured for the proposed project in the ESSHI application, the ESSHI applicant is expected to notify capital funding agencies of their intention to apply for ESSHI. Failure to properly notify capital funding agencies of the intention to apply for ESSHI may result in the rescinding of the ESSHI award.

Any modification from the original awarded proposal is subject to review and approval of the Workgroup.

## **Capital Funding Available from HCR**

Applicants that plan on applying to HCR for capital financing will have opportunities to do so after receiving a conditional award under this RFP. Applications for NYS Housing Finance Agency (HFA) tax-exempt bonds and as of right 4% Low Income Housing Tax Credit (LIHTC), New York State Low Income Housing Tax Credit (SLIHC) in addition to a wide variety of subordinate financing resources are accepted on a continuous basis. Applications for Multifamily Finance 9% LIHTC, SLIHC and a wide variety of subordinate financing resources are accepted annually based on a highly competitive request for proposals process. Additional information on all HCR funding opportunities is available at <https://hcr.ny.gov/funding-opportunities>. [://hcr.ny.gov/multifamily](https://hcr.ny.gov/multifamily). Additional information on all HCR funding opportunities is available at <https://hcr.ny.gov/funding-opportunities>.

All HCR funding is subject to various requirements associated with financing including but not limited to, the State Environmental Quality Review Act (SEQRA); State and Federal Fair Housing laws; relevant board approvals; program requirements; applicable provisions of the Federal and State Tax



Code, such as income requirements, the limitation of one qualifying individual to the same dwelling unit, occupancy and lease requirements; and satisfaction of all conditions of NYS HCR.

Applicants proposing to serve ESSHI eligible homeless seniors must comply with HCR's Capital Programs Manual (CPM) Section 5.15.04 "Identification of a Senior Housing Project". Per CPM Section 5.15.04 projects must be operated, advertised, and intended to serve a primarily elderly population. Applicants proposing to include ESSHI eligible homeless senior units in non-age restricted projects would not comply with HCR requirements.

## **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 and Program Development Grant 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 grant that will need to be repaid as part of the permanent financing structure contingent upon availability of these resources as identified in Governor Hochul's Enacted Budget. Additional information regarding predevelopment funding through OMH will be provided to all conditional awardees assigned to OMH as the State Contracting Agency. A separate contract for predevelopment funds would be required with OMH. The start date would be determined based on the timing of the earliest conditional ESSHI award for the project.

In addition, OMH will provide Program Development Grant ("PDG") funds to projects that are proposing to serve individuals with a Serious Mental Illness ("SMI"). PDG provides funding for start-up costs such as furniture, essentials, and staff training. Only ESSHI units specifically designated within an application for individuals with an SMI are eligible to receive PDG funding

Note that the pre-development funding made available by OMH is separate from this ESSHI procurement. ESSHI, itself, does not provide separate pre-development/start-up funds in addition to the five-year service and operating contract that is renewable.

### **1.1 Services and Operating Funding Parameters**

The State will award service and operating funding for housing developed with capital funding to support the needs of the qualifying individuals residing in the housing units. Up to \$34,000 in services and operating funding is available annually for each qualifying individual for projects sited in NYC metro area. Up to \$31,000 in services and operating funding is available annually for each individual in projects sited in the rest of state. The State anticipates providing a two-percent inflationary adjustment in subsequent years, subject to available appropriations for and/or statutory authorization of such increases.

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 development project is permitted to occur on multiple properties. For example, construction of infill homes on multiple sites throughout a neighborhood is allowed. However, ESSHI funds may not be utilized for a scattered site apartment housing model owned and operated by a private landlord. For example, an agency leasing several units of housing from an existing apartment complex does not meet the eligibility requirements set forth by ESSHI.

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. For example, if a project has closed on construction financing and already has identified units of supportive housing as part of the original capital funding request, the original supportive housing units would not be eligible for ESSHI funding. However, additional units in the project could be requested, provided the total number of units do not create an issue with the *Olmstead* decision or Home and Community Based Services (HCBS) settings requirements. Applicants are encouraged to seek additional funding to leverage the resources made available through this RFP opportunity.

The applicant should identify the eligible target population(s) that will be served both by population and breakdown of housing units, and explain how and why the population(s) were chosen, citing documented need for housing and services for that specific population(s) within the local community as cited by the local CoC, local planning entity, or through other supplemental local, state and federal data, and demonstrate how these needs will be met. The applicant should also state in the proposal how much annual funding is being requested per qualifying individual, as well as the number of qualifying individuals the requested funding will support. Proposals are expected to distinguish the proportion of the amount requested intended for rental subsidies from projected services and other eligible operating expenses. 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.

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 State Contracting Agencies ("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.

### **Projects Involving Capital Funding from New York City Department of Housing Preservation and Development (HPD)**

Applicants that intend 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.

Projects located within NYC that will serve the chronically homeless population must use the US Department of Housing and Urban Development (HUD) definition of “chronically homeless” for tenant eligibility. Referrals for this population in NYC will come from the Department of Homeless Services (DHS).

## **1.2 Term of Contract**

The contracts awarded in response to this RFP will be for five-year terms. If it's anticipated that ESSHI eligible expenses will be incurred prior to tenants moving in, such as expenses to 'start-up' the program, the five-year contract start date may begin up to six (6) months before the move in date. Subject to the availability of State funding, once awarded, ESSHI funding is anticipated to continue for renewable five-year terms for eligible projects. 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 SCA will be determined, and will assist the selected project to comply with any requirements of applicable State agencies that serve such populations. Under this RFP, not for profit (“NFP”) service providers must adhere to all applicable statutes, laws and regulations with respect to serving the eligible target population(s). Additional information regarding the SCA assignment, see Section 2.9 “Interagency Workgroup and State Contracting Agency Rights”.

## **1.3 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.

Service and operating funds are linked to integrated apartment buildings that are developed with capital funding sources that will be made available through separate capital initiatives and other capital funding mechanisms. These buildings may be constructed by the same entity applying for the service and operating funding made available through this RFP and/or in partnership with a private or NFP housing developer. The housing developed must be affordable to the homeless population it intends to serve. For most projects, this means that applicants should plan to provide rental subsidies in an amount that ensures full rental payment that does not exceed HUD Fair Market Rents for the area. In calculating rental subsidies, it is expected that 30% of a tenant household's adjusted income (exclusive of rental subsidy payment) will be used. When a tenant

has no reportable income, the tenant should apply for all available third-party entitlements that they may be eligible to receive.

It is important to note that although a partnership with a housing developer may exist, the official applicant of this RFP must be the NFP organization that will manage the service and operating contract funds, not the housing development partner. Eligible applicants partnering with a housing developer should identify the capital project team (if known). The ESSHI contract will be between the NFP awardee and SCA responsible for providing oversight of the permanent supportive housing services to the population(s) to be served. Applicants proposing to serve multiple populations may enter into partnerships to ensure that the required experience serving the proposed populations is demonstrated, and that appropriate services are offered. All such relationships should be described in the application. For additional information regarding the State Agency assignment, see Section 2.9 “Interagency Workgroup and State Contracting Agency Rights”.

#### 1.4 Eligible Target Population

The eligible target populations to be served under this program are families with a qualifying individual, or individuals 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:

- 1) SMI.
- 2) SUD;
- 3) Persons living with HIV or AIDS;
- 4) Persons living with Hepatitis C;
- 5) Victims or Survivors of domestic violence (DV);
- 6) Military service with disabilities (including veterans with other than honorable discharge);
- 7) Long Term Homelessness, including families, and individuals experiencing street homelessness or long-term shelter stays (formerly chronic homelessness) Long-term shelter stays means a time greater than the average length of stay according to that area’s Continuum of Care (CoC), or local district.;
- 8) Young adults between 18 and 25 years old who are homeless or at-risk of becoming homeless including those who left foster care within the prior five years and who were in foster care at or over age 16;
- 9) Reentry: Adults, youth or young adults reentering the community from prison or juvenile justice placement, particularly those with disabling conditions;
- 10) Seniors: Individuals who are age 55 and older, enrolled in Medicaid, and has either a chronic condition or physical disability;
- 11) Individuals with I/DD
- 12) Survivors of human trafficking, and
- 13) Persons with a physical disability, including but not limited to mobility and sensory disabilities, that affects the performance of activities of daily living and requires support services delivered in an accessible housing setting to become and remain stably housed.

Multiple eligible target populations may be located within a singular housing project. There is no competitive advantage or disadvantage to serving multiple populations. **Applicants must demonstrate how the service needs of every target population the applicant proposes to serve will be met and delivered.** Applicants will be evaluated based on their demonstrated strength in their support services construct(s) that will be serving the selected eligible populations.

#### 1.4.1 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 skilled nursing facilities\*; medical respite; and OPWDD-eligible individuals who have been determined to meet the level of emergency need through the Certified Residential Opportunities review process. State Contracting Agencies may require referrals to come from the regional CoC.

*\*Persons referred must have been homeless prior to placement in hospitals or medical respite. Those coming from skilled nursing facilities must be residing in a SNF for at least 60 days and have no dwelling to be discharged to.*

**Referral Chart**

Population	Unsheltered	Sheltered	Prison	Institution (State Psychiatric Centers, Developmental Centers or Article 28/31 Hospitals)	Hospitals, Nursing Homes, or Adult Homes *	Doubled Up	OPWDD List
SMI	X	X	X	X			
SUD	X	X	X				
Persons living with HIV or AIDS	X	X	X				
Persons living with Hepatitis C	X	X	X	X	X	X	
Victims or survivors of domestic violence	X	X	X	X	X	X	X
Veterans	X	X	X				
Youth/Young Adults	X	X	X			X	
Chronic homeless persons	X	X	X				

Re-entry persons	X	X	X			X	
Seniors	X	X	X		X		
Individuals with I/DD	X	X	X	X			X
Survivors of Human Trafficking	X	X	X	X	X	X	X
Persons with a physical disability	X	X	X		X	X	

\* Persons referred must have been homeless prior to placement in the Hospital, Nursing Homes or Adult Homes.

### 1.5 Multiple Populations Served

Applicants proposing services to multiple eligible populations should thoroughly discuss the services for each. Failing to address applicable questions thoroughly from the perspective of each proposed target population to be served will adversely affect the overall competitive score.

In some instances, it may be advantageous to work with additional not-for-profits to provide specific services to one or more of the proposed target populations. In such instances, a lead agency should be established with the supporting not-for-profit identified as a subcontractor. Applicants must establish such relationships with any agency providing services to the same dwelling. Such arrangements outlined in an ESSHI application may not be changed post-conditional award without approval from the State Contracting Agency and Capital Financing Agency(ies).

### 1.6 Eligible Costs

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 should be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units. Please note, applicants planning to seek 9% Low Income Housing Tax Credits (LIHTC) capital funding from HCR should request rental subsidies under this RFP in an amount necessary to support underwritten rents of 50% AMI. Applicants requesting rent subsidies above 50% of AMI must include a justification, which will be subject to the approval of HCR and the State Contracting Agency (SCA). For applicants seeking 4% LIHTC Capital funding, rental subsidies should be requested in an amount necessary to support underwritten rents at a minimum of 50% AMI and a maximum of 60% AMI (noting that tenants will have significantly lower incomes). Applicants are required to identify 1) the unit rents to be charged in terms of the percentage of AMI; and 2) the amount of the proposed rent subsidies as the difference between the anticipated tenant share and unit rents. Housing developers with a commitment of an ESSHI services and operating award cannot access Project-Based Section 8 or similar project-based subsidies except as may be allowed in New York City.
- 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 services designed to assist eligible families, individuals and young adults to live independently and remain stably housed. Services provided by ESSHI funds must be non-medical services. 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:
  - advocacy and connection to health care 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;
  - childcare assistance;
  - 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;
  - other like services defined by the applicant and approved by the SCA;
  - 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; and/or
  - Program staff that support the direct service to ESSHI participants.

Applicants are strongly encouraged to utilize broad categories in the budget format, such as salaries, fringe, and rent subsidies. A detailed breakdown of projected operating costs should be presented in the budget narrative.

## **1.7 Ineligible Expenses**

Funds awarded under this RFP may not be used for ineligible expenses. Ineligible expenses



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 or inappropriate by the State Contracting Agency;
- Any costs associated with emergency housing or transitional supportive housing; and
- Direct medical care staffing and services.

## **1.8 Reporting and Operating Requirements**

Applicants awarded funding through this RFP must conform to the reporting requirements established by the Workgroup and the SCAs. SCAs 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 SCA and target population. Awarded projects may be subject to quarterly data reporting submissions to their SCA(s), or more frequently if required by the SCA.

## **1.9 Standard Contract Language**

All awards made under this RFP will require a standard NYS Master Contract. The terms and conditions for such projects will be specified in this Master Contract and it must be signed by the awardee and the SCA, and approved by the Attorney General and OSC before any contract activity may begin and funds may be disbursed. A copy of the NYS Master Contract can be found here: [NYS Master Contract](#).

Upon contract award, the SCA responsible for providing oversight of the permanent supportive housing services to the population to be served will send successful applicants all required forms for development and processing.

## **1.10 Executive Order Number 190 - Incorporating Health Across All Policies into State Agency Activities**

Executive Order No. 190 (EO 190), issued on November 14, 2018 and entitled “Incorporating Health Across All Policies into State Agency Activities,” requires that this RFP take into consideration the New York State Prevention Agenda priorities and the World Health Organization’s Eight Domains of Livability to help meet the needs of New York residents by promoting their health, safety, and well-being. For additional details, see [https://www.governor.ny.gov/sites/default/files/atoms/files/EO\\_190.pdf](https://www.governor.ny.gov/sites/default/files/atoms/files/EO_190.pdf)

### [Incorporating Health Across All Policies into State Agency Activities](#)

Consistent with EO 190, applicants must state specifically in their responses to this RFP how the proposal will help address one or more of the following:

- Prevent chronic disease;
- Promote a healthy and safe environment;
- Promote healthy women, infants and children;
- Promote well-being and prevent mental health and substance use disorders;
- Prevent communicable diseases;
- Help residents continue to live in their communities in a manner consistent with their abilities and values;



- Approaches that build toward a future in which every New Yorker can enjoy wellness, longevity, and a quality of life in strong, healthy communities;
- Increase consumer access to health care and supportive services.

Please note that the EO 190 requirement will be incorporated into the application questions. Responses will be evaluated and scored as part of the review of all proposals.

### 1.11 Contract Readiness

The State's Prompt Contracting and Vendor Responsibility provisions require all State agencies to complete contract development and the signatory process in accordance with statutorily prescribed timeframes. It is expected that awardees will be available and prepared to respond within the statutorily required timeframes. Awardees who cannot meet the prescribed timeframes for contract development and/or signature may, at the SCA's sole discretion, be denied funds awarded to it under this RFP.

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 NFP corporation in the State. 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/vendor\\_management/index.htm](https://www.osc.state.ny.us/vendor_management/index.htm)

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 should be sure all of their documents are up to date and comply with the Vendor Responsibility requirements outlined below.

To determine the status of your Charities Registration information, visit:

[https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

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 be Prequalified in order for proposals to be evaluated and any resulting contracts executed. Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on the Proposal Due Date posted in section 2.3 will not be able to submit their bid response through SFS.

Please note proposals received from eligible NFP applicants who are not in "Prequalified" status in the Statewide Financial System at the time the proposal is due as indicated in Section 2.3 Proposal Submittal Process cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

**Please do not delay in beginning the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than five (5) days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.**

Section 2.3 includes a summary of the steps that must be completed to meet registration and prequalification requirements in the Statewide Financial System.

### 1.12 Minority and Women Owned Business Enterprises

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145, SCAs recognize

their obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of State contracts.

In 2006, the State commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that State agencies establish goals for maximum feasible participation of New York State Certified minority-and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

### **1.12.1 Business Participation Opportunities for MWBEs**

For purposes of this solicitation, State Agencies hereby establish an overall goal of 30% for MWBE participation. Goals for State certified minority-owned business enterprises ("MBE") and State certified women-owned business enterprises ("WBE") participation on each Contract shall be established based upon vendor availability. A contractor ("Contractor") on the subject contract ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that State Agencies may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how State Agencies will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and the State Agency may withhold payment from the Contractor as liquidated damages. Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract ("Bidder") agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>. However, a Bidder may arrange to provide such evidence via a non-electronic method by contacting the OMH Issuing Officer identified in this RFP. Please note that the NYSCS is a one stop solution for all of your MWBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet Bidder's MWBE requirements please see the attached MWBE guidance, "Your MWBE Utilization and Reporting Responsibilities Under Article 15-A."

Additionally, a Contractor will be required to submit the following documents and information as evidence of compliance with the foregoing:

1. An MWBE Utilization Plan with completed contract documents. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the

Contract must be reported on a revised MWBE Utilization Plan and submitted to the SCA. The SCA will review the submitted MWBE Utilization Plan and advise the Contractor of acceptance or issue a notice of deficiency within 30 days of receipt.

2. If a notice of deficiency is issued, the Contractor will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the SCA, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the SCA to be inadequate, the SCA shall notify the Contractor and direct the Contractor submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of an executed contract.

The SCA may disqualify a Contractor as being non-responsive under the following circumstances:

- a) If a Contractor fails to submit a MWBE Utilization Plan;
- b) If a Contractor fails to submit a written remedy to a notice of deficiency;
- c) If a Contractor fails to submit a request for waiver; or
- d) If the State Agency determines that the Contractor has failed to document good faith efforts.

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Execution may be made at any time during the term of the Contract to the SCA, but must be made no later than prior to the submission of a request for final payment on the Contract. The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the SCA, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

### **1.12.2 Equal Employment Opportunity Requirements**

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

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.

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. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the SCA on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law") and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not

discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

### **1.13 Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides**

Article 17-B of the Executive Law, enacted in 2014, provides for more meaningful participation in public procurement by Service-Disabled Veteran-Owned Businesses (SDVOBs), thereby further integrating such businesses into New York State's economy. One tool authorized by the law is the use of set asides. Set asides permit the reservation in whole or in part of certain procurements by State agencies for SDVOBs. The process for managing set asides are the subject of these guidelines from the Commissioner of General Services.

Types of procurements that may use set asides include:

1. Construction
2. Construction Related Services
3. Non-Construction Related Services (including finance/bond management)
4. Technology
5. Commodities

Set asides will be administered subject to the laws, rules and procedures governing contracting for each type of procurement, including, but not limited to:

1. Competitive bidding with award based on adherence to specifications and lowest price
2. Competitive bidding with award based on technical responsiveness and best value
3. Award based on qualifications and best value (for architects, engineers, and land surveyors)
4. Emergency award
5. Single source award
6. Sole source award
7. Purchase based on exercise of discretionary authority subject to agency internal controls
8. Other authorized procurement method(s) for making acquisition

Accordingly, prior to making a "determination of need" for a procurement (within the meaning of the rules for procurement lobbying under State Finance Law §§ 139-j and 139-k), State agencies shall review the NYS Certified Service-Disabled Veteran-Owned Business Directory, available at <https://online.ogs.ny.gov/SDVOB/search>, to determine if there is a competitive field of certified SDVOBs that appear to be suitable in meeting agency needs and that have sufficient capacity and resources. If there is, the agency is strongly encouraged to reserve and conduct that procurement as a set aside for SDVOBs.

Each agency shall have in place an internal approval protocol for review of and finalizing the determination to proceed with a set aside procurement. It is recommended that at least two levels of approvals be included in the protocol. The approvals should be made part of the procurement record.

In order to determine that a competitive field of SDVOBs exists, an agency must review the

certified SDVOB Directory and reasonably determine that at least two SDVOBs are able to respond to the procurement. During the agency review of the Directory and prior to the “determination of need” for the procurement, the potential SDVOBs may be contacted regarding their suitability to meet the agency need and whether the SDVOBs are likely to respond to the procurement.

The agency, in providing public notice of the procurement opportunity, shall include in its advertisement in the Contract Reporter the fact that the procurement is a set aside and the pool of bidders is limited to NYS certified SDVOBs. The agency shall then proceed with its procurement in accordance with the acquisition processes that are usually employed to secure the particular type of procurement. In making the contract award, the agency must assess and make a determination that the price offered by the vendor is reasonable and reflective of fair market value. Such finding should be made a part of the procurement record.

In the event that the set aside procurement does not result in a contract award, the agency may then open up the procurement and proceed with the acquisition with participation by all qualified vendors for the type of procurement.

Such procurements will continue to be subject to restrictions on communications during the procurement process governed by § 139-j and § 139-k of the State Finance Law. The agency, as part of the procurement process, must also evaluate the responsibility of the SDVOB based upon financial and organizational capacity, legal authority, business integrity and past performance history.

State agencies shall report the number of completed set asides and ongoing set asides to the Director of the Division of Service-Disabled Veterans' Business Development, on a quarterly basis commencing July 15, 2015 and thereafter October 15, 2015, January 15, 2016 and April 15, 2016. Report forms are available at <https://ogs.ny.gov/Veterans>. If there are no completed or ongoing set asides, the report should also indicate that status.

NOTE: Information about using SDVOB participation in public procurement can be found at <https://www.ogs.ny.gov/Core/SDVOBA.asp> which provides contract template language for Use of Service- Disabled Veteran-Owned Businesses in Contract Performance.

#### **1.14 Sexual Harassment Prevention Certification**

State Finance Law §139-l requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Bids that do not contain the certification may not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid, or provide a statement detailing why the certification cannot be made.

## **SECTION 2: General Requirements**

### **2.1 Desired Goals and Program Requirements**

The rental subsidies and services provided under this initiative are intended to be a means to provide affordable and long-term stable housing as well as supportive 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 goals for this RFP are to:



Identify and locate eligible families, individuals, and/or youth/young adults who are homeless or at-risk of homelessness;

Increase the availability of permanent 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, address other disabling conditions or life challenges and become and remain stably housed;

Provide service and operating funding for permanent supportive housing units developed with available private, federal, state, and/or local capital funding resources.

Increase the availability of permanent supportive housing as a means to facilitate access to health services and improve the health status and quality of life experiences of 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.

## 2.2 Key Events/Timeline

RFP Release Date	06/04/2025
Webinar	06/10/2025
Questions Due must be received by 2:00:00 PM EST	06/16/2025
Questions Posted on Website – Tentative Date	07/01/2025
Proposals Due must be received by 2:00:00 PM EST	07/15/2025
Conditional Award Notifications – Tentative Date	09/04/2025
Contract Start-Date	TBD

Applications requesting ESSHI funding must be submitted by 2:00:00 pm on the date listed above. The application deadline is firm as to date and hour. **Applicants are advised to make early submission of their applications to avoid risks of ineligibility resulting from unanticipated delays or other computer problems.**

## 2.3 Proposal Submittal Process

All proposals to this RFP must be submitted through the Statewide Financial System (SFS) portal. No hard copy or electronic (email) submissions will be accepted.

All applicants must be Prequalified by the due date and time for this RFP.

To apply for this opportunity, please go to SFS Public Portal Homepage, click Search for Grant Opportunities. Login and search "Available Opportunities" and look for the grant opportunity name listed above.

Applications must be submitted electronically through the SFS at <https://sfs.ny.gov/>. See Section 6 for specific SFS instructions. Note that the Issuing Officer for this RFP is as follows:

Carol Swiderski  
Contract Management Specialist 3  
NYS Office of Mental Health  
Contracts and Claim Unit

## 2.4 SFS Prequalification Requirement

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 be Prequalified in order for proposals to be evaluated and any resulting contracts executed. Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date as noted in Section 2.2 Key Events/Timeline will not be able to submit their bid response through SFS.

**Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.**

### 2.4.1 Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete. Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Statewide Financial System (SFS) and all Not-for-Profit agencies must be prequalified prior to proposal submission. Not-for-profit organizations must Register as a vendor in the Statewide Financial System and successfully Prequalify to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration. Information on Registration and Prequalification are available on the Grants Management Website. A high-level synopsis is provided below.

#### Registering as an SFS Vendor

To register an organization, send a complete Grants Management Registration Form for Statewide Financial System (SFS) Vendors and accompanying documentation where required by email to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov) . You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.



If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov) . If you do not know your Password, please click the SFS Vendor Forgot Password link from the main log in page and follow the prompts.

### Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

**Note:** If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

**Note:** If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

**Note:** New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Specific questions about SFS should be referred to the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) .

### On Demand Grantee Training Material:

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov> and in SFS Coach. The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide ([https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS\\_Vendor\\_Portal\\_Access\\_Reference\\_Guide.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf)) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook ([https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee\\_User\\_Manual.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf)), which provides screenshots and step-by-step guidance on how to complete Grants Management-

related tasks in SFS

- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting SFS Training for Vendors from the Topic drop-down list.

## 2.5 Questions and Answers

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to [Carol.Swidorski@omh.ny.gov](mailto:Carol.Swidorski@omh.ny.gov) by 2:00 PM EST on the “Questions Due” date indicated in section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person. Please enter “Name of RFP” in the subject line of the email.

The questions and official answers will be posted on the OMH website by the date listed in the timeline section 2.2.

## 2.6 Webinar

A webinar will be held on June 10, 2025, to provide an overview of the RFP components. This webinar will be taped and made available on OMH’s website [www.omh.ny.gov](http://www.omh.ny.gov). Below is the information necessary to access the webinar:

Webinar topic:  
ESSHI 2025 Bidder's Conference

Date and time:  
Tuesday, June 10, 2025, 2:30 PM | (UTC-04:00) Eastern Time (US & Canada)

Register link:  
<https://meetny-gov.webex.com/weblink/register/r0f7ad2ff07c2bd475cc839e5cf9cae21>

Once registered an email with the various dial-in numbers and login links will be sent.

## 2.7 Selection Criteria

All proposals will be reviewed by the Workgroup including, but not limited to, representatives from any or all of the following state agencies: OMH; HCR; OTDA; OASAS; DOH including the AIDS Institute; OCFS; OPDV; and OPWDD.

Applicants must be prequalified in the Statewide Financial System (SFS) to be considered for review.

Designated staff will review each proposal to verify that all eligibility criteria are met. If a proposal does not meet the basic eligibility standards, the proposal will be eliminated from further review. The applicant will be notified of the rejection of the proposal within 15 business days from proposal opening.

Following the eligibility review, representatives from each of the agencies on the Workgroup will independently review and evaluate the proposals using an objective review process and compute a score based on the following criteria:

Scoring Criteria Category	Maximum Number of Points Available
<b>Need</b>	<b>30</b>
<b>Impact</b>	<b>30</b>
<b>Readiness</b>	<b>15</b>
<b>Cost Effectiveness/Budget</b>	<b>25</b>
<b>TOTAL</b>	<b>100</b>

- **Need:** How does the proposal provide services/benefits to an eligible target population (i.e. those families, individuals or youth/young adults who are homeless or at-risk of homelessness and have at least one or more disabling conditions or other life challenges) whose health outcomes and/or housing stability may be improved through the provision of safe, affordable permanent supportive housing through the Program? Does the proposal utilize the most recent data to identify an eligible target population and the unmet needs of this population (relevant data includes CoC, local planning or other local, state and federal reports/data)? Does the CoC/local government/local planning entity support this proposal? If multiple populations are served, is the above information included for all populations? (Maximum 30 points).

A letter of support and data from the CoC, or another data source, must be provided regardless of the population. Applicants are encouraged to submit supplemental sources of data evidencing the need.

For youth or young adults who left foster care within the prior five years and who were at or over the age of 16 years, runaway and homeless youth, and youth who have left juvenile justice, supplemental sources of data that may be useful can be found here:

[https://ocfs.ny.gov/main/professionals\\_data\\_reports.asp](https://ocfs.ny.gov/main/professionals_data_reports.asp)

For victims or survivors of domestic violence, supplemental sources of data that may be useful can be found at both: [2023 New York State Gender-Based Violence Dashboard | Office for the Prevention of Domestic Violence](#) and <https://ocfs.ny.gov/main/reports/dvpa.asp>.

Any providers interested in serving individuals with intellectual/developmental disabilities (I/DD) under this RFP can obtain information regarding housing demand in the OPWDD service system through reports and data located at the following pages on the OPWDD website:

<https://opwdd.ny.gov/providers/2024-empire-state-supportive-housing-initiative-rfp-data>

- **Impact:** 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, including by demonstrating the appropriateness of the program's approach to meet the needs of the target population, including providing language accessible, culturally sensitive and trauma-informed services? (Maximum of 30 points)
- **Readiness:** To what extent is the applicant 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 a reasonable plan or expectation of securing capital funding sources within 24 months, realistic time-frame for project completion.) (Maximum 15 points)
- **Cost Effectiveness/Budget:** How cost effective is the proposal and is the budget complete, comprehensive and realistic? Does the applicant have additional funds to leverage the State funding that is being made available through this RFP? (Maximum 25 points)

## **For further information on selection criteria see Section 7: Application Instruction Requirements**

Following the independent review, evaluators will meet to discuss the application and provide clarity on questions an evaluator may have about a particular section of the proposal. Following such discussion, evaluators may independently revise their original score in any section and will note changes on the evaluation tool scoring sheet.

Any proposal that receives less than a final average score of 75 will be ineligible to receive an award during the RFP round in which the applicant applied. These applicants will be encouraged to reapply during future RFP opportunities. Applications that meet the threshold score of 75 or above may be eligible to receive a conditional award, subject to the limitations in Section 1.5. Final awards will be made based on the ability to obtain capital funding to complete the project.

The Workgroup will continuously assess the breakdown of units awarded by region of the state and special need group they are serving to ensure that awards are being disbursed according to areas and groups with greatest need. The Workgroup reserves the right to award funds as determined by it in order to achieve the objectives of the State's overall Housing Plan, including by geographic region and population served, to reach areas with greatest need. An area of greatest need will be determined with reference to CoC data, relevant statistical evidence, and other anecdotal evidence. The regional awards made will be strictly based on the overall passing score of all applicants identified as being able to provide supportive services in the identified region. Should the Workgroup exercise this option, awards will be made sufficient to meet the needs of the identified region without negatively impacting the overall ability of the ESSHI program to provide statewide services.

## **2.8 Charities Registration**

NFP corporations that submit proposals must comply with Article 7-A of the State Executive law and the Estates, Powers, and Trusts Law, Solicitation and Collection of Funds for Charitable Purposes.

## **2.9 Vendor Responsibility Requirements**

New York State Finance Law requires that State agencies award contracts to responsible contractors, including but not limited to NFPs. Vendor Responsibility will be determined based on the information provided by the vendor on the Vendor Responsibility Questionnaire Form, and a review of the most recently issued independently audited annual financial reports, that must be included with each bid. The SCA will review the Questionnaire, the audited financial statements and other information provided in the applicant's Document Vault.

The SCA reserves the right to reject any proposal if in the sole discretion of the SCA; it determines the bidder is not a responsible vendor and/or a stable financial entity. All proposals are subject to vendor responsibility determination before the award is made and such determination can be revised at any point up to the final approval of the contract by the Office of the State Comptroller ("OSC").

Vendors are invited and encouraged to file the required Vendor Responsibility Questionnaire online through OSC's New York State VendRep System. The Online VendRep System offers an effective and time saving mechanism to maintain a current filing. To enroll in and use the OSC New York State VendRep System all vendors may view the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/index.htm>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us).

Vendors may also opt to file a paper questionnaire. There is a separate Vendor Responsibility

questionnaire that is used by NFP organizations. Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements from the SCA or other State Agencies do not need to be updated. If the vendor is using the hardcopy notarized questionnaire, then it also has to be current within 6 months of the due date referenced above.

## **2.10 Interagency Workgroup and State Contracting Agency (SCA) Rights**

Successful applicants will contract with OMH, OTDA (including contracts on behalf of OCFS and OPDV); OASAS; DOH including the AIDS Institute; or OPWDD. Initial determination of the SCA will be based primarily on the population to be served. The assignment of the SCA may change at the discretion of the Workgroup.

The Workgroup and/or SCA reserves the right to:

1. Place a monetary cap on the funding amount made in each contract award, and/or make awards for less than the amount requested or greater than the amount requested, up to the maximum allowable amount per qualifying individual specified in the RFP.
2. Increase or decrease the number of units (qualifying individuals) conditionally awarded, in conformance with the capital financing secured, provided that any additional units are supported by the need presented in the application and that additional uncommitted ESSHI units are available.
3. Change any of the scheduled dates stated in the RFP.
4. Disqualify applications that do not meet the requirements stated in the RFP, including, but not limited to: exceeding the \$34,000/\$31,000 maximum allowable request per qualifying individual; proposals that do not expand the supply of supportive housing or do not otherwise qualify as a project; proposals that are determined to not provide integrated settings; proposals that do not identify an eligible population(s); proposals determined to have the effect of supplanting ESSHI funds for committed services and/or operating funding; proposals that fail to demonstrate community need; proposals that fail to incorporate all proposed populations to be served in responses..
5. Request all bidders who submitted proposals to present supplemental information clarifying their proposal either in writing or by formal presentation.
6. Require bidders demonstrate, to the satisfaction of the SCA, any feature(s) present as a part of their proposal which may include an oral presentation of their proposal, and may be considered in the evaluation of the proposal.
7. Direct all bidders who submitted proposals to prepare modifications addressing RFP amendments and / or amend any part of this RFP with notification to all bidders. These actions are without liability to any bidder or other party, for expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP.
8. Make funding decisions that maximize compliance with and address the goals identified in this RFP, including waiving the allocation minimum or maximums established in Section 1.5.
9. Fund only one portion, or selected activities, of a selected bidder's proposal; and/or

adopt all or part of the selected bidder's proposal based on State requirements.

10. Eliminate any RFP requirements unmet by all bidders, upon notice to all parties that submitted proposals.
11. Waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved.
12. Correct arithmetic errors in any proposal, or make typographical corrections to proposal, with concurrence of the bidder.
13. Award contracts to more than one bidder.
14. Fund any or all proposals received in response to this RFP. However, issuance of this RFP does not commit the any of the SCAs to fund any proposals. The OMH can reject any proposals submitted and reserves the right to withdraw or postpone this RFP, without notice, and without liability, to any bidder, or other party, for expenses incurred in the preparation of any proposals submitted in response to this RFP and may exercise these rights at any time.
15. Use the proposal submitted in response to this RFP as part of an approved contract. At the time of contract development, awardees may be requested to provide additional budget and program information for the final contract.
16. Make additional awards based on the remaining proposals submitted in response to this RFP and/or to provide additional funding to awardees if additional funds become available.
17. Make inquiries of third parties, including but not limited to bidders' references, with regard to the applicants' experience, or other matters deemed relevant to the proposal by the OMH. By submitting a proposal in response to this RFP the applicant gives its consent to any inquiry made by the OMH.
18. Negotiate with the selected bidder(s) prior to contract award.
19. Require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing.
20. Require contractors to participate in a formal evaluation of the program to be developed by the SCA. Contractors may be required to collect data for these purposes. The evaluation design will maintain confidentiality of participants and recognize practical constraints of collecting this kind of information.
21. Consider statewide distribution and regional distribution within New York City including borough distribution methodology, in evaluating proposals.
22. Limit the amount of the annual grant dedicated to rent subsidies to the sum of the amount of rent subsidies approved upon contract execution plus any contract escalator(s) applied to the amount of rent subsidies approved in subsequent years.
23. Approve conditional awards advancing to final award based on meeting the objectives outlined in this RFP and the State's overall supportive housing goals.
24. Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants.



## 2.11 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should the SCA receive information that a person (as defined in State Finance Law §165 a) is in violation of the above-referenced certifications, the SCA will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the SCA shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

The SCA reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

## 2.12 Addenda to Request for Proposals

If it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website, the Statewide Financial System (SFS) and the NYS Contract Reporter. It is the applicant’s responsibility to periodically review the OMH website, NYS Contract Reporter and SFS to learn of revisions or addendums to this RFP. No other notification will be given.

## SECTION 3: Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing regarding the reasons that their own proposal was not selected and/or disqualified within 15 business days of the dated letter. OMH will not offer scoring, statistical, or cost information of other proposals until after OSC has approved all awards under this RFP. Debriefing requests must be made in writing (fax and/or e-mail is acceptable) and sent to the Designated Contact identified in Section 2.2 of this RFP.

## SECTION 4: Formal Protest Procedure

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly reference the RFP title and due date.

Such protests must be submitted to:

NYS Office of Mental Health  
Commissioner Ann Marie T. Sullivan, M.D



## SECTION 5: Glossary

**Applicant:** The NFP agency submitting the RFP Application or proposal. The term “bidder” is also used in this RFP to mean applicant.

**Behavioral Health:** Refers to a state of mental/emotional being and/or choices and actions that affect wellness and refers to both mental health and substance use disorders.

**Continuum of Care (CoC):** The CoC is a program designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by NFP providers and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

**State Contracting Agency:** The State agency with which the awarded applicant will enter into a contract for the provision of service and operating of supportive housing units awarded through this request for proposal.

**Seniors:** Individuals who are age 55 and older, enrolled in Medicaid has either a chronic condition, or physical disability. Studio or one bedroom unit compositions are typically appropriate for the population.

**Hepatitis C:** Hepatitis C is a viral infection that causes inflammation that damages your liver. You can get the infection if you have exposure to the hepatitis C virus (HCV) after contact with blood that carries the virus. Hepatitis C can cause acute or chronic infection.

**HIV/ AIDS:** HIV stands for human immunodeficiency virus. It harms your immune system by destroying the white blood cells that fight infection. This puts you at risk for serious infections and certain cancers. AIDS stands for acquired immunodeficiency syndrome. It is the final stage of infection with HIV.

**Homeless Management Information System:** HMIS is local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

**Homeless:** In order to be considered homeless for the purposes of this RFP, an individual must meet one of the following criteria:

- (1) be an un-domiciled person (whether alone or as a member of a family) who is unable to secure permanent and stable housing without special assistance. This includes those who are inappropriately housed in an institutional facility and can safely live in the community, and those who are at risk of homelessness which can include young adults, victims or survivors of domestic violence, and individuals with I/DD; 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
- (2) be a young adult between the ages of 18 and 25 years of age without a permanent residence, including those who left foster care within the prior five years and who were in foster care at or over age 16, and those aging out of a residential school for individuals with an intellectual or

developmental disability.

**Housing First:** A homeless assistance approach that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible and then providing supportive services as needed.

**Integrated Setting:** Integrated settings are those that provide individuals with disabilities opportunities to live, work, and receive services in the greater community, like individuals without disabilities. Integrated settings are located in mainstream society; offer access to community activities and opportunities at times, frequencies and with persons of an individual's choosing; afford individuals choice in their daily life activities; and, provide individuals with disabilities the opportunity to interact with non-disabled persons to the fullest extent possible.

**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.

**Lead Agency:** For the purposes of this RFP this term means the Office of Mental Health.

**Life Challenges:** Life Challenges refers to something that needs a lot of skill, energy, and determination to deal with or achieve, especially something someone has never done before. Some examples may include obtaining employment, living independently, budgeting own finances, learning public transportation, overcoming past trauma and abuse, and developing trusting, healthy adult relationships.

**Long Term Homelessness-** For the purposes of this RFP this means being unsheltered or being in emergency shelter for a time greater than the average length of stay according to that areas Continuum of Care (CoC); or local district.

**New York City Metro Area:** Includes the five boroughs of New York City, and the following counties: Suffolk, Nassau, Westchester, Rockland and Putnam

**Permanent Supportive Housing:** Non-time-limited affordable housing located in newly developed apartment settings, combined with wrap-around supportive services for people experiencing homelessness, as well as other disabilities or life challenges. Services are individualized and driven by family members' needs, interests, and development of strengths necessary for successful economic self-sufficiency and full independent living (including establishment of positive family and social supports in the community). This does not include State certified/licensed apartments residences.

**Persons with a physical disability:** including but not limited to mobility and sensory disabilities, that affects the performance of activities of daily living and requires support services delivered in an accessible housing setting to become and remain stably housed. Those with physical disabilities often use adaptive equipment or require accessible entrances, bathrooms, bedrooms, kitchens and/or other physical environment changes to their housing.

**Persons with serious mental illness (SMI):** Individuals who meet criteria established by the Commissioner of the Office of Mental Health, which shall include persons who are in psychiatric crisis, or persons who have a designated diagnosis of mental illness under the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders and whose severity and duration of mental illness results in substantial functional disability. Persons with serious mental illness shall include children and adolescents with serious emotional disturbances.

**Project-Based Rental Assistance:** Refers to rental assistance that is tied to a residential property with a specific location and remains with that particular location throughout the term of the assistance.

**Qualifying Individuals:** For purposes of the ESSHI RFP, “qualifying individual” has the same meaning as “unit,” as in unit of cost. Projects may receive up to \$34,000 in NYC metro area and \$31,000 in rest of state per qualifying individual/unit. For example, a two-bedroom apartment may serve one “qualifying individual” living with a partner or children. For certain populations, a two-bedroom apartment may serve two “qualifying individuals”. Note that the term “unit” with respect to permanent supportive housing funded under NYS capital programs continues to refer to a distinct, physical dwelling unit. Note further that certain agencies, such as OASAS, DOH, and projects funded by HCR do not allow multiple qualifying individuals in the same dwelling unit.

**Reentry:** Adults, youth or young adults reentering the community from prison or juvenile justice placement, particularly those with disabling conditions.

**Sheltered Homeless:** 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”).

**Site Control:** Enforceable right to use or acquire specific real property through ownership, long-term lease, purchase agreement, or purchase option agreement.

**Substance Use Disorder (SUD):** Substance use disorders are disorders that can occur when recurrent use of alcohol and/or drugs causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home. According to the DSM-5, a diagnosis of substance use disorder is based on evidence of impaired control, social impairment, risky use, and pharmacological criteria.

**Supportive Housing Services:** Supportive housing services are services that are tailored and appropriate to the specific population to be served (e.g., safety planning for victims or survivors of domestic violence, substance abuse treatment, etc.). Supportive services are geared to help families, individuals, or young adults maintain physical and emotional health, assist with educational and employment opportunities for all household members, sustain healthy relationships and generally improve the quality of individuals’ lives.

**Survivors of Human Trafficking:** Human trafficking is the use of force (physical violence or a threat of violence), fraud (a false promise) or coercion (threats) to make someone work against their will, either in commercial sex or any type of labor.

**Trauma-informed assessment and services:** Recognizes the impact of trauma on individuals and families, including the lasting adverse effects trauma may have on a person’s functioning. This understanding is integrated into an organization’s policies, procedures, and practices. This includes screening for/recognizing the signs and symptoms of trauma, responding with best practices and avoiding re-traumatization.

**Unsheltered Homeless:** Individuals who are residing in a place not meant for human habitation, such as cars, parks, sidewalks, subways, abandoned buildings (also referred to as “street homeless”)

**Veteran:** Individuals who have served in one of the branches of the military, particularly those with

disabling conditions. This population may include veterans with other than honorable discharge, as well as childless couples and families containing a veteran.

**Victim or survivor of domestic violence:** Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence;
2. Has no other residence; and
3. Lacks the resources or support networks to obtain other permanent housing

*Note:* For the purposes of this binder, “Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence.

## PREVIEW OF STATEWIDE FINANCIAL SYSTEM APPLICATION

Below is a preview of the questions appearing in the application in SFS. Remember to save your work often. The application may also be printed at any time during the process for your reference. Do not send a printed copy to OMH. Applications submitted outside of SFS system may not be reviewed



### PROGRAM SPECIFIC QUESTIONS

**Instructions:**

1. Please complete all the required fields.
2. Select the Save button above to save your work frequently.

**Project Title**

**1. Section: Basic Project Data** Provide the following basic information regarding the proposed project:

- a. Continuum of Care
- b. Total number of dwelling units in the project
- c. Number of ESSHI-funded qualifying individuals. Note that this number should equal the sum of the responses to 1.d. – 1.n., below, specifying the number of individuals to be served in each eligible population (i.e. do not double-count individuals that may have multiple disabilities or life challenges).
- d. (Number of qualifying individuals by population) individuals with a Serious Mental Illness (SMI)
- e. (Number of qualifying individuals by population) individuals with a Substance Use Disorder (SUD)
- f. (Number of qualifying individuals by population) individuals who are living with HIV/AIDS (HIV)
- g. (Number of qualifying individuals by population) individuals who are living with Hepatitis C
- h. (Number of qualifying individuals by population) victims or survivors of domestic violence (DV)
- i. (Number of qualifying individuals by population) veterans

- j. (Number of qualifying individuals by population) chronically homeless individuals
- k. (Number of qualifying individuals by population) young adults 18-25
- l. (Number of qualifying individuals by population) individuals reentering the community from incarceration
- m. (Number of qualifying individuals by population) seniors
- n. (Number of qualifying individuals by population) individuals with an Intellectual/Developmental Disability (I/DD)
- o. (Number of qualifying individuals by population) survivors of human trafficking
- p. (Number of qualifying individuals by population) persons with a physical disability
- q. Please enter the capital funding source(s) that are planned to be used to develop the project.
- r. SHARS ID or HHAP ID, if applicable

## **2. Section: Need**

- a. Provide an executive summary of the proposed project. Please include target population(s), total number of dwelling units, number of ESSHI qualifying individuals, total requested ESSHI funds, requested ESSHI funds per qualifying individual, location (or address, if known), building description (if known), and capital project team (if known).
- b. Provide the unit configuration of the ESSHI project for each target population (e.g. - # studio apartments, # of one-bedroom units, # of two-bedroom units, etc.)
- c. Provide a brief overview and history of the applicant agency. Explain how the agency meets the eligibility requirements set forth in Section 1.3 the RFP.
- d. Describe any service provider and/or housing partnerships required for the applicant agency to meet the experience requirements in Section 1.3. Describe the roles, responsibilities, and highlight the experience of any partnership agencies with each of the targeted population(s)
- e. Describe each target population(s) the proposal would serve.
- f. Highlight the applicant agency's experience with each of the targeted population(s) that will be served through your proposal; demonstrate your agency's ability to effectively serve the targeted population(s).
- g. Describe the identified housing and services needs of each target population(s).
- h. What factors have created and perpetuated homelessness among each target population(s) that your organization is proposing to serve?
- i. Provide a thorough description of the community and the need for the project based on the agency's experience
- j. Attach and summarize the HUD CoC Homeless Assistance Programs Homeless Populations and Subpopulations report (point in time data) and Housing Inventory Chart for your continuum, if these reports are available to the applicant. For sub-populations not included in Continuum of Care data please substitute relevant data. Applicants are encouraged to augment CoC and local planning data with other relevant information. Please focus your response on housing inventory on the Permanent Housing beds in your area.

- k. Describe how this proposal responds to the identified housing need for each of the populations to be served, as described in the PIT sub-population report or other data described above
- l. Explain how homeless services are currently coordinated and delivered in the proposed area. If there is a Continuum of Care (CoC), describe which organizations/individuals are represented and the entity charged with coordinating the planning.
- m. Explain the agency's role in the CoC or local planning process. For those agencies that are not active in the CoC planning process or are not CoC participants, please describe what efforts will be undertaken to engage in or to seek an active role
- n. Explain how the proposed program funded under this RFP will be coordinated with the existing programs in the CoC or local planning process, and how duplication of effort will be avoided with this project.
- o. Describe the agency's participation (or lack of participation) in the Homeless Management Information System.

### **3. Section: Impact**

- a. Describe the process of how the target population(s) will be identified and list the primary referral sources (e.g. SPOA, coordinated entry, etc.). Include your agency's understanding and commitment to working with the referral process appropriate to the population(s) served.
- b. Provide a detailed description of outreach efforts, intake, and exit from the program. How does your program conduct these efforts in a welcoming, inclusive and culturally-sensitive way?
- c. Describe what supportive services will be provided to the targeted population(s) through this funding. Provide evidence of any relationships/ linkages with other community service providers (letters of support, etc.), specific to the specialized population(s) proposed to be served; for example, victims or survivors of domestic violence, persons diagnosed with substance use disorder, etc. Clearly distinguish ESSHI-funded services to be provided directly by the applicant agency and those to be provided through ESSHI-funded agreements/partnerships with other community service providers.
- d. Describe any tenant eligibility requirements for the proposed project.
- e. Discuss in detail the staffing of the project. Include the roles and functions of each ESSHI-funded position.
- f. Identify appropriate safety and security measures for the target population as well as building security.
- g. Describe any rent collection, eviction, and turnover procedures.
- h. Provide an overview of the desired outcomes. (Include specific performance measures intended to improve the health status and/or self-sufficiency and /or safety of the individuals served through this project). Outcome measures should be quantifiable.
- i. Describe how the agency will monitor the effectiveness of the program, and how tenants will be included.
- j. State specifically how the proposal will address one or more of the goals of Executive Order 190 (Incorporating Health Across All Policies into State Agency Activities).
- k. How does the program integrate trauma knowledge into its policies, procedures and practices? Provide a plan for staff training, examples of trauma-informed procedures and policies, client confidentiality, and client conflict resolution.
- l. Describe how the program addresses the needs of marginalized populations, including individuals of color, diverse cultural identities or ethnicities, people who identify as LGBTQ



or gender non-conforming, etc.

- m. How does the program provide language access for individuals with limited English proficiency? Describe to what extent the following are available to tenants: translated materials, multilingual staff and/or interpretation and translation services.

#### 4. Section: Readiness

- a. Is there an identified site for the proposed project?
- b. Does the applicant have site control? If yes, describe the form of site control. If not, describe your plan to achieve site control.
- c. Describe what capital funding sources have already been secured. If capital funds have not been secured, discuss how your agency plans to secure capital funds within a 24-month time frame.
- d. Provide a detailed timeline for the project: Include milestones such as site acquisition, closing on financing, construction timeframe, and estimated project opening date. Address other items such as known zoning issues, community support, project development team readiness, etc.
- e. If this project is already in development, identify the status/stage of development, including the percentage of construction completion, if applicable.

#### 5. Section: Budget

- a. Describe the extent to which other viable sources of funding are available to provide operating and support services costs. Include any applicable funding such as tenant contributions, foundation funds, other subsidies, etc.
- b. Describe the fiscal viability and health of the applicant agency, including the history of successfully managing public grant funding.
- c. In the past three years, has the applicant agency been audited or reviewed by a government agency. If so, what was the result? Describe any negative findings and how they were resolved.
- d. Indicate if audited financial statements have been prepared for the applicant agency within the past twelve months and if the audit resulted in an unqualified, or “clean” opinion. If the audit resulted in a qualified opinion, please describe.
- e. Did the most recent audited financial statements of the applicant agency indicate that current assets were equal to or exceeded current liabilities (a positive working capital position)?
- f. Indicate the percentage of the total funding request attributable to rent subsidies, and the anticipated ESSHI rent subsidies per unit size, and the AMI level(s) the ESSHI rents are intended to equate to (e.g. 50% of AMI).
- g. Describe how the amount of ESSHI funding requested per qualifying individual was determined. Explain the calculations regarding the services and other costs indicated in the budget. Each item should be justified.



Department  
of Health

Homes and  
Community  
Renewal

Office of  
Addiction  
Services and  
Supports

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