



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

Empire State Supportive Housing Initiative Round 10

Bidder's Conference
June 16, 2026

Housekeeping

- Participants lines are muted.
- The 2026 Application and Application Workbook must be submitted to ESSHI.RFP.2026@omh.ny.gov and received by the RFP's due date as indicated in Section 2.2.
- As stated in the RFP, applicants should formally submit written questions to the ESSHI mailbox at ESSHI.RFP.2026@omh.ny.gov. The official Questions and Answers will consist only of those questions submitted in that manner which will be posted along with the official responses on 07/08/2026 on the OMH website at <https://omh.ny.gov/>.
- As an additional resource prior to the availability of the 2026 Q&A document, applicants may refer to the 2025 Q&A document posted on the OMH website. These Q&As may provide pertinent information immediately, with the caution that new aspects of the 2026 RFP would supplant any relevant questions.

Interagency Workgroup

The New York State Office of Mental Health (OMH) will serve as the lead procurement agency for the ESSHI RFP under the guidance of the Interagency Workgroup (“the Workgroup”). Although OMH is the lead, proposals are not restricted to mental health purposes but should serve the range of needs from the population of clients served by the following agencies. This workgroup includes representatives from several State agencies including but not limited to those involved in the initiative:

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

Introduction to the RFP

New York has led the nation in affordable housing preservation and construction. The State Fiscal Year 2026-2027 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.

Service and operating funding for at least 1,400 qualifying individuals will be awarded through this tenth-round RFP. There is no minimum or maximum number of units that applicants may apply for.

Each applicant will be required to demonstrate that their proposal is consistent with their most recent HUD Continuum of Care (CoC) reports or other local data and have evidence of notification to the local Continuum or local planning entity.

Introduction to the RFP Cont.

Applicants should demonstrate how the proposal meets the gap that is identified in the CoC report 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.

What's New for 2026?

- **The 2026 Applications will not be submitted in the Statewide Financial System (SFS).** Proposal narrative and Application Workbook must be submitted to ESSHI.RFP.2026@omh.ny.gov and received by the RFP's due date as indicated in Section 2.2. An acceptable format for the Proposal Narrative is Adobe PDF the **Application Workbook must be submitted as an Excel document.**
- All written questions must be submitted through the ESSHI mailbox at ESSHI.RFP.2026@omh.ny.gov. The official Questions and Answers will consist only of those questions submitted in that manner which will be posted along with the official responses on 07/08/2026 on the OMH website at <https://omh.ny.gov/>.

What's New for 2026? cont.

2. Section: Need

- Questions have been revised for clarity
- Elements of some questions are now separate questions

5. Section: Budget

- Tab 1 of the Application Workbook is for the proposed ESSHI program details
- Tab 2 of the Application Workbook contains Budget Instructions
- Tabs 3 – 8 are fillable spreadsheets for budget information.

Key Events/Timeline

- RFP Release Date 06/11/2026
- Webinar 06/16/2026
- Questions Due (must be received by 2:00 pm) 06/24/2026
- Questions Posted on Website (Tentative Date) 07/08/2026
- Proposals Due (must be received by 2:00:00 pm) 07/23/2026
- Conditional Award Notifications (Tentative Date) 09/15/2026
- Contract Start-Date TBD

Scope of Project

- Funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units.
- Funding through this RFP is available to support the services and operating needs of projects which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to supplant or enhance their existing subsidies.
- At a minimum, applicants should propose an operating subsidy sufficient to cover the projected operating costs of the assisted units minus the amount of rent that will be paid by the assisted households.
- The ESSHI contract will be between the not-for-profit awardee and State Agency responsible for providing oversight of the permanent supportive housing services to the population(s) to be served.

Homeless Definition

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

- (1) be an un-domiciled person (whether alone or as a member of a family) who is unable to secure permanent and stable housing without special assistance. This includes those who are inappropriately housed in an institutional facility and can safely live in the community, and those 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.

Objectives and Responsibilities under the RFP

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.

Supportive Housing

- Part of New York State's Housing Plan includes an investment of new supportive housing resources and services to address vulnerable populations experiencing homelessness. Therefore, the availability of and access to various support services such as employment and training opportunities, parenting education, counseling, independent living skills training, primary healthcare, substance use disorder treatment and mental health care, child care, and benefits advocacy are critical components of any project funded under this plan.
- 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.

Supportive Housing Cont.

- The support services provided should be tailored and appropriate to the specific population to be served (e.g., safety planning for victims of domestic violence, treatment for substance use disorder, etc.).
- Note that this initiative focuses only on permanent supportive housing as defined in the glossary. Transitional and emergency housing beds are not eligible.
- Staff should have the skills, qualifications and experience necessary to help the head of household set meaningful goals and make progress toward achieving them. The services can be provided on- or off-site (or a combination of both), and either directly by the project sponsor or through partnerships with other community-based agencies (or a combination of both).

Time Frame

- Applicants are expected to secure capital funding sufficient to fully finance the housing project for which they are requesting ESSHI funding through this RFP within 24 months from the date of the ESSHI conditional funding award.
- 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 award will expire.
- The ESSHI Interagency Workgroup has the option to provide extensions beyond 24 months from the date of the conditional service and operating funding award if the opportunity to apply for an uncommitted capital financing source was not available during the 24 month period, 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, or for other reasons as determined by the Interagency Workgroup to achieve the objectives of the State's overall Housing Initiative for supportive housing.

Time Frame Cont.

- Applicants who currently have a conditional award and are unable to secure 100% of the capital for the project by the time the conditional award expires (or do not have an appropriate reason to request an extension) should consider reapplying if ESSHI funds are still contemplated for the project.
- A prior conditional award does not guarantee a new conditional award resulting from this solicitation.
- In the event a capital award is rescinded, any conditional ESSHI award made through this RFP would also be rescinded.
- Any applicant that fails to obtain capital within the 24-month time frame and has its conditional ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities.

Separate Capital Funding

- No capital funds are available through this RFP. The intent of this RFP is to provide the service and operating funding needed to operate the permanent supportive housing units in an integrated setting that will be developed through capital funding made available through capital funding mechanisms, including:
 - New York State Homes and Community Renewal (HCR)
 - Homeless and Housing Assistance Program (HHAP)
- These funding sources may be combined with capital funding from other acceptable governmental agencies, private sources, or partnering, whenever possible, with a project developer that has secured or is in the process of securing capital funding.
- The applicant should clearly state the status and sources of any capital funding that the applicant or the project developer is in the process of securing.

Capital Funding Available from HCR

Conditional awardees under this RFP (or a developer partner) may apply for capital funding for the project through HCR, typically through one of two paths:

- 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> <https://hcr.ny.gov/multifamily>.
- Applications for NYS Housing Finance Agency (HFA) tax-exempt bonds, as of right 4% LIHTC, SLIHC, and various subsidy loan sources are accepted on a continuous basis.
- Additional information on all HCR funding opportunities is available at <https://hcr.ny.gov/funding-opportunities> <https://hcr.ny.gov/multifamily>.

Capital Funding Available from OTDA

- Applicants to this RFP may also be eligible to apply for capital funding through HHAP.
- HHAP is administered through an open-ended RFP, meaning proposals are accepted for consideration on a continuous basis until it is determined that funds are no longer available for award.
- The HHAP RFP specifically prioritizes projects to be developed in conjunction with ESSHI.
- Applicants considering applying for funding through HHAP should visit <https://otda.ny.gov/contracts/> for additional information and to verify that OTDA is accepting applications.
- Applicants are encouraged to submit a concept paper for feedback prior to submitting a full application.
- Note that projects that have received an HHAP award reservation, but have not closed on financing, are eligible to apply under this RFP.

Predevelopment Funding Available from OMH

- For NFP providers/developers that are proposing to serve individuals with a Serious Mental Illness, it is anticipated that there will be predevelopment capital funds available through OMH.
- Applicants who have received a conditional service and operating award and are in need of predevelopment funds will be eligible to apply to OMH for the predevelopment capital funding as available.
- This funding will be in the form of a construction grant that will need to be repaid as part of the permanent financing structure.

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

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

Funding Availability

- Projects may receive up to \$34,000 in NYC metro area and \$31,000 in rest of state per qualifying individual/unit. **New York City Metro Area:** Includes the five boroughs of New York City, and the following counties: Suffolk, Nassau, Westchester, Rockland and Putnam.
- Funding through this RFP is available to support the services and operating needs of projects, which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to enhance their existing subsidies; or projects specifically wherein tenants are already residing.
- Applicants are encouraged to seek additional funding to leverage the resources made available through this RFP.

Funding Request Example

- If an applicant proposes to serve ten (10) individuals with HIV at an amount of funding of \$31,000 annually per qualifying person, the application will need to clearly state:

“the applicant is seeking a total of \$310,000 in annual funding to support the Services and Operating of ten individuals diagnosed with HIV.”

- The applicant would also need to cite reasons the population was chosen and how the proposed housing will address this population's needs.

Olmstead Compliance

- Projects must comply with the Olmstead decision of the United States Supreme Court. Therefore, projects must provide integrated settings for individuals with disabilities (see glossary for definition). Integrated settings are required for any homeless population that falls under the Americans with Disabilities Act (ADA), such as individuals with SMI, SUD; intellectual or developmental disabilities (I/DD); individuals with a physical disability; 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).
- Projects serving individuals with SUD or physical disabilities with 30 or less dwelling units are exempt from Olmstead requirements.

Olmstead Compliance Cont.

- Certain SCAs may have additional restrictions or considerations. For example, OPWDD requires that the total number of units serving individuals with I/DD may not exceed 25% within a project, and that the total percentage of all individuals with disabilities in the project may not exceed 30%. Projects assigned to OASAS as the SCA that consist of 31 or more dwelling units, are expected to comply with the above stated Olmstead requirements.
- It is expected that projects comply with the State's Olmstead Plan (<https://www.ny.gov/programs/olmstead-community-integration-every-new-yorker>).
- Failure to comply, if applicable, may result in the disqualification of the proposal.

Term of Contract

- The contracts awarded in response to this RFP will be for five-years from the date of securing the operating certificate or ability to move tenants into the supportive housing project. 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 responsible for providing oversight of the permanent supportive housing services to the population(s) to be served and the NFP service provider that received the ESSHI award.
- In the event there is more than one population to be served through any single application in response to this RFP, a lead State agency will be determined, and will assist the selected project to comply with any requirements of applicable State agencies that serve such populations.
- Not-for-profit service providers must adhere, under this RFP, to all applicable statutes, laws and regulations with respect to serving the eligible target population(s).

Eligible Applicants

- The submitting organization must be eligible to apply. This funding opportunity is only open to NFPs that are properly incorporated or organized under the laws of New York, and Tribal Organizations, with demonstrated experience in one or more of the following areas:
 - Housing for homeless families, individuals, and/or young adults;
 - Housing for families, individuals, and/or young adults with an unstable housing history;
 - Housing for families, individuals, and/or young adults who are at risk of homelessness;
 - Housing for families, individuals, and/or young adults that have health, mental health, intellectual or developmental disability, and/or substance use disorders;
 - Housing for youth/young adults with significant histories of mental health, foster care or criminal/juvenile justice involvement; and
 - Providing services and supports to help families, individuals, and/or youth/young adults that have disabling conditions or life challenges as identified in Section 1.4 that require specialized support services to become and remain stably housed.

Eligible Target Populations

The eligible target populations to be served under this program are families with a qualifying individual, individuals and/or young adults who are both homeless (see glossary for definition) and who are identified as having an unmet housing need as determined by the CoC or local planning entity or through other supplemental local, state and federal data, AND have one or more disabling conditions or other life challenges, including:

- SMI.
- SUD;
- Persons living with HIV or AIDS;
- Persons living with Hepatitis C;
- Victims or Survivors of domestic violence (DV);
- Military service with disabilities (including veterans with other than honorable discharge);
- 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;

Cont. on next page

Eligible Target Populations Cont.

- 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;
- Reentry: Adults, youth or young adults reentering the community from prison or juvenile justice placement, particularly those with disabling conditions;
- Seniors: Individuals who are age 55 and older, enrolled in Medicaid, and has either a chronic condition or physical disability;
- Individuals with I/DD
- Survivors of human trafficking, and
- 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.

Living Situations at Time of Referral

Acceptable living situations at the time of referral include:

- Unsheltered homeless;
- Sheltered homeless;
- Prisons;
- Institutions (State Psychiatric Center or Developmental Center);
- Hospital or skilled nursing facilities* or medical respites;
- OPWDD-eligible individuals who have been determined to meet the level of emergency need through the Certified Residential Opportunities review process.

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

Award Allocations by Population Categories

The State has continuously assessed the breakdown of units awarded by region of the state and special needs group they are serving to ensure that awards are being disbursed according to areas and groups with greatest need. Based on this assessment, this RFP emphasizes the development of permanent supportive housing for underserved populations including long-term homeless individuals and families or individuals that have mental health and/or substance use disorders, and victims/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.

Award Allocations by Population Categories Cont.

- 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.

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 must be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units;
- Costs associated with services and/or staff that help the eligible target population remain stably housed, including program supervision, housing counselors or specialists, and employment counseling;
- Services or staff to identify and locate the eligible individuals that need housing;

Eligible Costs Cont.

Eligible services are 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 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;

Eligible Expenses Cont.

- direct provision of childcare 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 State Contracting Agency (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.

Ineligible Expenses

- Funds awarded under this RFP may not be used for ineligible expenses, which include but are not limited to the following:
 - Administrative and overhead expenses budgeted at more than 15% based on the Consolidated Fiscal Reporting (CFR) requirements;
 - Expenses considered as non-allowable per Appendix X of the CFR Manual http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html;
 - Any costs associated with capital development of the project (e.g. construction costs);
 - Any costs determined to be duplicative by the SCA;
 - Any costs associated with emergency housing or transitional supportive housing; and
 - Direct medical care staffing and services

Reporting and Operating Requirements

- Applicants awarded funding through this RFP must conform to the reporting requirements established by the Interagency Workgroup, and the SCA(s).
- Contracting State Agencies may have different reporting requirements and operating guidelines for services and operating units developed through this RFP.
- All awardees are encouraged to familiarize themselves with the various reporting and operating requirements specific to the appropriate SCA and target population.

Application Overview

- Application and Application Workbook must be submitted to ESSHI.RFP.2026@omh.ny.gov and received by the RFP's due date as indicated in Section 2.2. Each distinct, complete application must be submitted in a separate email. An acceptable format for the Application is Adobe PDF; **the Application Workbook must be submitted as an Excel document.**
- A complete proposal/application in response to this RFP consists of:
 1. Application Workbook containing Project Info and Budget
 2. Program Specific Questions Form
 3. Continuum of Care / Local Planning Support Document
 4. OPWDD Regional Office Letter of Support, if applicable
 5. Vendor Responsibility Form/Questionnaire
 6. Sexual Harassment Prevention Certification
 7. Gender-Based Violence and the Workplace Policy Certification

Selection Criteria

- **Need (30 points)** – respond fully to questions set forth in application. Highlights include:
 - Executive summary of the proposed project
 - Summary of the HUD CoC data for the continuum the proposed project will serve.
 - History of Agency
 - Partnerships required to meet the experience requirements
 - Describe identified needs of each population to be served
 - Factors that have created/perpetuated homelessness
 - Breakdown of all ESSHI units, percentage allocated to priority population(s)
 - Discussion of the agency's experience serving each target population
 - Thorough description of the community
 - Evidence of notification to Continuum of Care/Local Planning
 - Description of, coordination and participation with the CoC

Selection Criteria Cont.

- **Impact (30 points)** – respond fully to questions set forth in application. Highlights include:
 - To what extent will the proposal have a meaningful impact on addressing the identified needs of the eligible target population (s) identified in the proposal.
 - Demonstrate the appropriateness of the program's approach to meet the needs of the target population.

Selection Criteria Cont.

- **Readiness (15 points)** – respond fully to questions set forth in application. Highlights include:
 - Extent to which the applicant is either independently or in conjunction with a housing developer working towards project-readiness (i.e. does the applicant have site control, does the applicant have capital funding sources already secured, realistic time-frame for project completion.)
- **Cost Effectiveness/Budget (25 points)** – respond fully to questions set forth in application. Highlights include:
 - Cost effectiveness of the proposal
 - The budget should be complete, comprehensive and realistic
 - Extent of any additional funds to leverage ESSHI funding
 - Fiscal viability and history of successfully managing public funds

Contract Readiness

- Prior to submitting an application for funding, applicants are responsible for various verifications that validate their capacity and organizational authority to receive public funding and operate as a Not-for-Profit corporation in the State of New York, or both. Recipients of grants must be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their Identification Number at the time of contracting. To register and for additional information on the Vendor File, visit: <https://www.osc.state.ny.us/state-vendors/portal/enroll-vendor-self-service-portal>
- Not-for-profit (NFP) vendors must be registered with the Attorney General's Office as a charitable organization, and the registration must be up to date at the time of contracting. Vendors must be sure all their documents are up to date and comply with the Vendor Responsibility requirements. To determine the status of your Charities Registration information, contact: https://www.charitiesnys.com/RegistrySearch/search_charities.jsp

Contract Readiness Cont. 2

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.

Contract Readiness cont. 3

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

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 posted in section 2.2 will not be accepted and the submission will be deemed Disqualified. The applications will not be reviewed or scored in any way.

Please note proposals received from eligible not-for-profit applicants who have not been Prequalified by the Proposal Due Date posted in section 2.3 will not be accepted and the submission will be deemed Disqualified. The applications will not be reviewed or scored in any way.

Contract Readiness Cont.

DO NOT DELAY PREQUALIFICATION

All applicants **must** be registered with SFS and all Not-for-Profit agencies **must** be prequalified prior to proposal submission. Not-for-profit organizations **must** Register as a vendor in SFS and **successfully** prequalify to be considered for an award.

The ESSHI 2026 grant opportunity is being conducted outside the SFS. Not-for-Profit vendors that submit a bid response but are NOT prequalified will NOT have their bid response reviewed for consideration.

NYS 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 **strongly recommended** that new registrants send in their registration form **as soon as possible**. **Failure to register early enough may prevent potential applicants from having their bid responses reviewed.**

Registration information: <https://grantsmanagement.ny.gov/register-your-organization-sfs>

Application Instructions Section

The 2026 RFP application instructions section includes the following:

A) Budget section emphasizes that “ESSHI funding should principally be used for Personal Services (staff salaries and fringe) and rent subsidies. Any other expenses should be justified.”

B) A complete proposal/application in response to this RFP consists of:

- 1. Application Workbook containing Project Info and Budget
- 2. Program Specific Questions Form
- 3. Continuum of Care / Local Planning Support Document
- 4. OPWDD Regional Office Letter of Support, if applicable
- 5. Vendor Responsibility Form/Questionnaire
- 6. Sexual Harassment Prevention Certification
- 7. Gender-Based Violence and the Workplace Policy Certification

Application Workbook


Proposed ESSHI Program Details

Site Address (if known)

County Location:

Continuum of Care

Total # of Dwelling Units in project

# of ESSHI Qualifying Individuals per Population	Serious Mental Illness (SMI)	Substance Use Disorder (SUD)	Individuals Living with HIV/AIDS	Individuals Living with Hepatitis C	Survivors of Domestic Violence	Veterans	Long Term Homeless	Young Adults (18-25yo)	Individuals Reentering from Incarceration	Senior Individuals	Individuals with an Intellectual/Developmental	Survivors of Human Trafficking	Persons with a Physical Disability	Total ESSHI Qualifying Individuals
														0

Total Amount of ESSHI Funding per Qualifying Individual

Total Amount of ESSHI Funding Requested

\$0.00

SHARS ID or HHAP ID, if applicable

Capital funding source(s) that are planned to be used to develop the project

Organization Legal Name:

Required Contact Information for all communications regarding application.

First Name:

ALSO INCLUDE First Name:

Last Name:

Last Name:

Title:

Title:

Email Address:

Email Address:

Organization Street Address:

Organization City:

Organization State:

Organization Zip:

Application Sequence:

Organization SFS ID#:

File Name:

Y/N

Y/N

Y/N

Y/N

Y/N

Y/N

Other

Other

Other

Other

Application Workbook 2

BUDGET SECTION: Complete the Budget tabs as directed below. Only use whole dollar amounts. Matching funds are not required under ESSHI.

ESSHI funding should principally be used for Personal Services (staff salaries and fringe) and rent subsidies. Any other expenses should be justified. Note that any duplicative line item may be disallowed by the State Contracting Agency.

Configuration of the rental subsidy should take into consideration all operational expenses including, but not limited to utilities, repairs and maintenance, insurance, fees, taxes, exterminating, reserve contributions, administration, legal and accounting.

Personal Services - Salary B-1:

List all positions that provide direct service to residents. Each position should be listed on a separate line. Briefly describe the role/responsibility of the position in relation to the ESSHI program.

Personal Services - Fringe B-2:

Provide a brief explanation of the percentage and composition of your fringe benefit structure. Fringe should not exceed OSC's rate, currently at 61.48%. If fringe is not applicable, leave this section blank.

Contractual Services B-3:

List services that are provided under a formal or written agreement. Provide both a description of the services and justification for the services. Each type of contractual cost should be listed

Application Workbook 3

Organization Name:		
ANNUAL BUDGET SUMMARY STATEMENT- This page will auto-populate!		
	Object of Expense	Total
B1	Salary	\$0
B2	Fringe	\$0
B3	Contractual	\$0
B4	Travel	\$0
B5	Equipment	\$0
B6	Space/Property Rent	\$0
B7	Space/Property Own	\$0
B8	Utilities	\$0
B9	Operating Expenses	\$0
B10	Other Expenses	\$0
	Non-Personal Services Total (Total Lines B3 thru B10)	\$0
	ANNUAL ESSHI TOTAL	\$0

Tab 3 Annual Budget

Application Workbook 4

PERSONAL SERVICES BUDGET				
B-1 Personnel Expense Detail				
Employee Title	Position Description	Total Annual Salary	% Time on Project	Total
TOTAL PERSONNEL EXPENSES				\$0
				\$0
				Total from Annual ESSHI Budget here
B-2 FRINGE BENEFIT EXPENSE				
	Fringe %	Total		
Fringe %-				
TOTAL FRINGE BENEFIT EXPENSE			\$0	Total from Annual ESSHI Budget here

Tab 4 B-1 Salary & B-2 Fringe

Application Workbook 5

B-3 CONTRACTUAL EXPENSE DETAIL				
DESCRIPTION of SERVICES	JUSTIFICATION	Total		
	TOTAL CONTRACTUAL EXPENSE	\$0	Total from Annual \$0 Budget here	

Tab 5 B-3 Contractual

Application Workbook 6

Tab 6 B-4 Travel & B-5 Equipment

Application Workbook 7

B-6 SPACE/PROPERTY RENT				
ITEM	JUSTIFICATION	Total		
	TOTAL SPACE/PROPERTY RENT	\$0	\$0	Total from Annual ESSHI Budget here
B-7 SPACE/PROPERTY OWN				
ITEM	JUSTIFICATION	Total		
	TOTAL SPACE/PROPERTY OWN	\$0	\$0	Total from Annual ESSHI Budget here

Tab 7 B-6 Space Rent & B-7 Space Own

Application Workbook 8

B-8 UTILITIES				
ITEM	JUSTIFICATION	Total		
TOTAL UTILITIES		\$0	\$0	Total from Annual ESSHI Budget here

Tab 8 B-8 Utilities

B-9 OPERATING EXPENSE DETAIL			D	E
ITEM	JUSTIFICATION	Total		
	TOTAL OPERATING EXPENSE	\$0	\$0	Total from Annual ESSHI Budget here

B-10 OTHER EXPENSE DETAIL			D	E
ITEM	JUSTIFICATION	Total		
	TOTAL OTHER EXPENSE	\$0	\$0	Total from Annual ESSHI Budget here

Tab 9 B-9 Operating & B-10 Other

Application Workbook 10

ESSHI Grant Request and Rent Subsidy Projections (RFP Section 5: Budget)											
A. ESSHI REQUEST AND UNIT DETAILS											
Unit Type	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom	Total					
# of ESSHI Units (by Unit Type)						0					
Initial Rent						\$0	(Annual Total)				
Utility Allowance											
Expected Tenant Contribution											
ESSHI Rent Subsidy	\$0	\$0	\$0	\$0	\$0	\$0	(Annual Total)				
Area Median Income (AMI) Target (e.g. 50%, 60% AMI)											
Per Unit ESSHI Request											
Year 1 ESSHI Grant Request	\$0										
Rent Subsidy Per ESSHI Unit (Average)	#DIV/0!										
% of ESSHI Award for Rent Subsidies	#DIV/0!										
ESSHI Grant and Rent Subsidy Projections											
B. INITIAL ASSUMPTIONS		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
	Per Unit ESSHI Request	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Number of ESSHI Units	0	0	0	0	0	0	0	0	0	0
	Total ESSHI Grant (2% Escalator)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rent Subsidy Per ESSHI Unit	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Maximum Available For ESSHI Rent Subsidies	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total ESSHI Grant Less Rent Subsidies (Services Budget)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Rent Subsidies as % of ESSHI Grant	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
C. RENT INCREASE PROJECTION											
c.v.	Assumed Rent Increase Rate**	3.0%									
	Rent Subsidy Per ESSHI Unit	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total ESSHI Rent Subsidies	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total ESSHI Grant Less Rent Subsidies (Services Budget)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Rent Subsidies as % of ESSHI Grant	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
D. IMPACT OF RENT INCREASE PROJECTION											
	Services Budget Differential	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
**May be adjusted to reflect agreed upon rate of rent subsidy increase in keeping with ESSHI escalator											

Tab 10 Rent Subsidy Projection

Application Workbook 11

Vendor Name	SFS #	Application Sequence	SGA	County Location	Business Model (BMM)	Subsector Business Model (SBM)	Individuals Living with substance use	Individuals Living with substance use	Individuals Living with substance use	Value of Personal Welfare	Long Term Resilience	Young Adults (18-24)	Individuals in a household	Individuals in a household	Individuals with a substance use disorder	Individuals with a substance use disorder	Individuals with a substance use disorder	Percentage of Households Affected	Percentage of Households Affected	Total ESSEN Multiple	Final Row1	Local Row1	Title1	email address	Street Address	City	State	Zip code	Final Row2	Local Row2	Title2	email address	Review Team

Tab 11 Data Collection

What to do if you have Questions during the process?

- Written questions regarding this RFP will be accepted until 06/24/2026 at 2:00:00 pm. No telephone inquiries will be accepted. Answers to all questions will be tentatively posted on OMH's website by 07/08/2026. Questions may be submitted via email to:

ESSHI.RFP.2026@omh.ny.gov

- All questions must be typed and include the RFP section the question is about. Along with the question(s), provide your name, organization, mailing address and email.
The subject line should read: ESSHI Round 10

Instructions on Submitting Proposal

Application, proposal narrative and Application Workbook must be submitted to ESSHI.RFP.2026@omh.ny.gov and received by the RFP's due date as indicated in Section 2.2.

Proposals must be submitted by email. Proposals may not be submitted via facsimile or mailed via USPS, FedEx, or hand delivered.

Note that the Issuing Officer for this RFP is as follows:

Carol Swiderski, Contract Management Specialist 3