



# Empire State Supportive Housing Initiative

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

**June 2017**

Department  
of Health

Homes and  
Community  
Renewal

Office of Alcoholism  
and Substance Abuse  
Services

Office of Children  
and Family  
Services

Office of Mental  
Health

Office for the  
Prevention of  
Domestic Violence

Office of Temporary  
and Disability  
Assistance

Office for People With  
Developmental  
Disabilities

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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 2018 Enacted Budget continues funding to advance Governor Cuomo's \$20 billion comprehensive, five-year plan for affordable and supportive housing to ensure New Yorkers have access to safe and secure housing. The Budget includes \$2.5 billion in funding toward the creation or preservation of 100,000 affordable and 6,000 supportive housing units. Of the 6,000 supportive housing units to be created under the Housing Plan, 5,000 will be located in New York City and 1,000 in the Rest of State.

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 of domestic violence, runaway and homeless youth and formerly incarcerated individuals (see section 1.4 for full list of eligible target populations). New York State intends to develop a total of 20,000 units over the next 15 years. As such, New York State is issuing this Request for Proposals (RFP) to advance the five-year goal of developing more than 6,000 units of supportive housing over five years for persons identified as homeless with special needs, conditions or other life challenges

Each applicant will be required to demonstrate that their proposal is consistent with their most recent HUD 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 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, or for those areas of the state without a CoC, the proposal should demonstrate involvement with local levels of planning to ensure necessary local engagement processes have been completed, and may include supplemental local, state, and/or federal data.

Sixty-five 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.

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## Supportive Housing

Part of New York State's Housing Plan includes an investment of new supportive housing resources and services to address vulnerable populations experiencing homelessness. Therefore, the availability of and access to various support services such as employment and training opportunities, parenting education, counseling, independent living skills training, primary healthcare, substance use disorder treatment and mental health care, child care, and benefits advocacy are critical components of any project funded under this plan. The support services provided should be tailored and appropriate to the specific population to be served (e.g., safety planning for victims of domestic violence, treatment for a substance use disorder, etc.). Note that this initiative focuses only on permanent supportive housing as defined in the attached 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).

## Service and Operating Funding Process

The following describes the focused, transparent and accountable approach that New York 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 Request for Proposals (RFP) under the guidance of the ESSHI Interagency 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 ESSHI Interagency 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 Alcoholism and Substance Abuse Services (OASAS);
- Office of Children and Family Services (OCFS);
- Office of Mental Health (OMH);
- Office for the Prevention of Domestic Violence (OPDV);
- Office of Temporary and Disability Assistance (OTDA); and
- Office for People with Developmental Disabilities (OPWDD).

At least 1,200 units will be awarded through this second-round RFP. There is no minimum or maximum number of units that applicants may apply for.

The terms "application(s)" and "proposal(s)" are used interchangeably throughout this RFP. The terms "bed (s)" and "unit(s)" are used interchangeably throughout this RFP.

Applications requesting ESSHI funding must be submitted by **2:00 pm** on the date listed in Section 2.2 of this RFP. 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.**

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## **Twelve-Month 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 12 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 Board (e.g. HHAC, HTFC, HFA). If after 12 months from the date of the conditional service and operating funding award, the applicant has not successfully secured commitments for the capital financing necessary for the project, the Interagency Workgroup has the option to rescind the conditional ESSHI award. Any rescinded award amounts may be added to the pool of available funding and made available in accordance with the terms of this RFP. However, the ESSHI Interagency Workgroup has the option to provide extensions beyond 12 months from the date of the conditional service and operating funding award if the opportunity for application to an uncommitted capital financing source was not available during the 12 month period, if the application is still pending consideration by the capital funder, or for other reasons as determined by the Interagency Workgroup to achieve the objectives of the State's overall Housing Initiative for supportive housing.

If in the event a capital award is rescinded, any conditional ESSHI award made available through this RFP would also then be rescinded. Any applicant that fails to obtain capital within the 12 month time frame and has its conditional ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities. If the conditional 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.

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.

### **Capital Funding Available from HCR**

Projects that plan on applying to HCR for capital financing will have opportunities to apply for capital funding through HCR after receiving a conditional award under this RFP. Applicants seeking NYS Housing Finance Agency (HFA) bond financing will be able to apply for capital funding through HFA's "Open Window" RFP. Applicants seeking HCR 9% Low Income Housing Tax Credit (LIHTC) financing will be able to apply for capital funding through the 2017 Unified Funding Round. Information and application instructions are available at <http://www.nyshcr.org/Funding/>.

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## **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.

## **Capital Funding Available from OPWDD**

For OPWDD conditional ESSHI awardees to receive a permanent award, awardees seeking funding through NYS HCR (i.e. Unified Funding RFP, Open Window RFP) must obtain an OPWDD capital award. Interested applicants should contact OPWDD's Office of Home and Community Living at 518-473-1973 with any questions, or to request a copy of the OPWDD capital award application.

## **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 contingent upon availability of these resources as identified in Governor Cuomo's Enacted Budget.

### **1.1. Operating Funding and Funding Availability**

New York State will award service and operating funding for units of housing developed with capital funding to support the needs of the individuals residing in the units. Up to \$25,000 per unit annually in services and operating funding is available through this RFP. The State anticipates providing an 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.

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. Applicants are encouraged to seek additional funding to leverage the resources made available through this RFP opportunity.

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The applicant should identify the eligible target population(s) that will be served both by population and breakdown of 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 for projected services and operating expenses, as well as the number of units the requested funding will support. 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.

## **1.2 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(s) responsible for providing oversight of the permanent supportive housing services to the population(s) to be served and the NFP service provider that received the ESSHI award. In the event there is more than one population to be served through any single application in response to this RFP, a lead State contracting agency 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, NFP service providers must adhere to all applicable statutes, laws and regulations with respect to serving the eligible target population(s).

## **1.3 Eligible Applicants**

The submitting organization must be eligible to apply. This funding opportunity is only open to not-for-profit organizations that are properly incorporated or organized under the laws of New York 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

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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 Rate for the area. In calculating rental subsidies, it is expected that 30% of a tenant household's adjusted income (exclusive of rental subsidy payment) is 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 State Agency responsible for providing oversight of the permanent supportive housing services to the population(s) to be served.

#### 1.4 Eligible Target Population

The eligible target populations to be served under this program are families, 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:

- Serious mental illness (SMI);
- Substance Use Disorder (SUD);
- Persons living with HIV or AIDS;
- Victims/Survivors of domestic violence;
- Military service with disabilities (including veterans with other than honorable discharge);
- Chronic homelessness as defined by HUD (including families, and individuals experiencing street homelessness or long-term shelter stays);
- Youth / young adults who left foster care within the prior five years and who were in foster care at or over age 16;
- Homeless young adults between 18 and 25 years old;
- Adults, youth or young adults reentering the community from incarceration or juvenile justice placement, particularly those with disabling conditions;
- Frail or disabled seniors;
- Individuals with I/DD; and
- Individuals who are Medicaid Redesign Team (MRT) high cost Medicaid populations (MRT Eligible).

Multiple eligible target populations may be located within a singular housing project.

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### 1.4.1 Medicaid Redesign Team (MRT) Eligibility

If the proposal will serve MRT eligible individuals, Appendix A (MRT Project Questionnaire) must be completed and attached to the application. Criteria includes serving a high-need, high-cost Medicaid population(s) that includes but is not limited to the following: individuals transitioning from an institutional facility (including state operated psychiatric center, state/voluntary community residence, hospital long- stay or nursing home), or homeless/unstably housed individuals that have a serious mental illness, chronic physical disability, HIV/AIDS, substance use disorder, frail elderly, health home enrolled and/or individuals with other chronic conditions. Projects can be cross-disability and contain more than one population.

### 1.5 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, applications planning to seek capital funding from HCR should request rental subsidies under this RFP in an amount necessary to support underwritten rents of at least 50% AMI (noting that tenants will have significantly lower incomes). Housing developers with a commitment of an ESSHI services and operating award cannot access Project-Based Section 8. Also note that individuals living in New York City and diagnosed with HIV or with AIDS are eligible for New York City HIV/AIDS Services Administration (HASA) Services including rental subsidies. The New York State Department of Health AIDS Institute requires housing services contractors to access these services through HASA for All eligible clients;
- 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. They may include but are not limited to providing the following linkage and/ or direct services which are not funded through other mechanisms, such as Medicaid:
  - primary health services;
  - behavioral health services;
  - housing case management, including eviction prevention services and skills building around tenant responsibilities;
  - counseling and crisis intervention;
  - risk assessment/reduction and safety planning;
  - legal system and court assistance;

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- coordinating access to civil legal services including immigration, family, matrimonial, consumer and housing;
  - trauma-informed assessment and services;
  - public benefits management and advocacy with multiple systems engagement (CPS/ACS, DSS/HRA/DHS, OVS, etc.);
  - employment and vocational training and/or assistance;
  - educational assistance, including GED support;
  - parenting skills development and support;
  - child care assistance;
  - 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 Contracting State Agency; and/or
  - Services or staff to assist eligible families, individuals and young adults in navigating the range of available housing and social service resources, identifying available housing opportunities, and completing housing applications and documentation requirements.

## **1.6 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 associated with emergency housing or transitional supportive housing; and
- Bond Debt service.

## **1.7 Reporting and Operating Requirements**

Applicants awarded funding through this RFP must conform to the reporting requirements established by the ESSHI Interagency Workgroup, the Contracting State Agency(s), and when applicable, the Medicaid Redesign Team. Contracting State Agencies may have different reporting

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requirements and operating guidelines for services and operating units developed through this RFP. All awardees are encouraged to familiarize themselves with the various reporting and operating requirements specific to the appropriate Contracting State Agency and target population. All awarded MRT projects are subject to quarterly data reporting submissions to their Contracting State Agency(s). Non-MRT projects may also be required to report data on a quarterly basis.

### **1.8 Standard Contract Language**

These awards will require a standard NYS Master Contract; the terms and conditions for those projects will be specified in a detailed contract that must be signed by the Awardee and the Contracting State Agency, and approved by the Attorney General and the Office of the State Comptroller before any contract activity may begin and funds may be disbursed. A copy of the NYS Master Contract can be found here

[http://www.grantsreform.ny.gov/sites/default/files/docs/nys\\_master\\_contract\\_for\\_grants\\_8\\_14.pdf](http://www.grantsreform.ny.gov/sites/default/files/docs/nys_master_contract_for_grants_8_14.pdf)

Upon contract award, the State Contracting Agency 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.

### **1.9 Executive Order Number 38 – Limits on State-funded Admin Costs and Executive Compensation**

On January 18, 2012, Governor Andrew M. Cuomo issued Executive Order Number 38, “Limits on State-Funded Administrative Costs and Executive Compensation,” which required that certain State agencies, including those involved in this RFP, promulgate regulations limiting State reimbursement for administrative expenses and executive compensation of service providers. Any contract awarded through this RFP will be subject to the EO 38 regulations of the agency awarding the contract if the awardee is a “covered provider” within the meaning of those regulations. Important Legal Notice: Based upon the April 8, 2014 decision in Agencies for Children’s Therapy Services, Inc. v. New York State Department of Health, et al. (“ACTS”), covered providers conducting business in Nassau County need not file Executive Order 38 disclosures. For purposes of this notice, “conducting business” means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of State funds or State-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS decision should periodically check the EO 38 website for updates regarding any changes to this notice. <http://executiveorder38.ny.gov/>

### **1.10 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 Contracting State Agency’s discretion, and barring extenuating circumstances, be denied funds awarded to it under this RFP.

Prior to submitting an application for funding, applicants are responsible for various verifications

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which validate their capacity and organizational authority to receive public funding and operate as a NFP corporation in the State of New York. 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 NFPs to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website, including *The Vendor Prequalification Manual* and an online tutorial to walk users through the process. All NFP vendors doing business with the State of NY must be prequalified in order to submit a competitive bid in response to an RFP issued by NYS. NFP contractors should go to the Grants Gateway, <https://grantsgateway.ny.gov>, for registration and [www.grantsreform.ny.gov](http://www.grantsreform.ny.gov) to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires a paper form being sent by mail.

Please note proposals received from eligible NFP applicants who are not in "Prequalified" status in the Grants Gateway 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.

Section 2.3 includes is a summary of the steps that must be completed to meet registration and prequalification requirements in the Grants Gateway.

### **1.11 Minority and Women Owned Business Enterprises**

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145 All State Agencies 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 of New York 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

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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.

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

For purposes of this solicitation, State Agencies hereby establish an overall goal of 30% for MWBE participation. Goals for New York State certified minority-owned business enterprises (“MBE”) and New York 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>, provided, however, that 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:

A. 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 Contracting State Agency. The Contracted Stated Agency will review the submitted MWBE Utilization Plan and advise the Contractor of acceptance or issue a notice of deficiency within 30 days of receipt.

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B. 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 Contracted State Agency, 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 Contracted State Agency to be inadequate, the Contracted State Agency 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 Contracting State Agency 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 Contracting State Agency, 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 MWBE Contractor Compliance & Payment Report to the Contracting State Agency, 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.

### **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 State Contracting Agency 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

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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 Contracting State Agency 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”), 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.

### **1.12 Participation Opportunities For New York State Certified Service-Disabled Veteran Owned Businesses**

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOB”), thereby further integrating such businesses into New York State’s economy. The ESSHI Interagency Workgroup recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of State Contracting Agency contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

#### **Contract Goals**

A. The ESSHI Interagency Workgroup hereby establishes an overall goal of 1% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Bidder/Contractor should reference the directory of New York State Certified SDVOBs found at:

[https://ogs.ny.gov/veterans/Docs/CertifiedNYS\\_SDVOB.pdf](https://ogs.ny.gov/veterans/Docs/CertifiedNYS_SDVOB.pdf). Questions regarding compliance with SDVOB participation goals should be directed to the State Contracting Agency (contact information to be provided). Additionally, following Contract execution, Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veterans’ Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss additional methods of maximizing participation by SDVOBs on the Contract.

B. Contractor must document “good faith efforts” to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the Contract (see clause IV below).

#### **SDVOB Utilization Plan**

A. In accordance with 9 NYCRR § 252.2(i), Bidders are required to submit a completed SDVOB Utilization Plan on Form SDVOB 100 with their bid.

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B. The Utilization Plan shall list the SDVOBs that the Bidder intends to use to perform the Contract, a description of the work that the Bidder intends the SDVOB to perform to meet the goals on the Contract, the estimated dollar amounts to be paid to an SDVOB, or, if not known, an estimate of the percentage of Contract work the SDVOB will perform. By signing the Utilization Plan, the Bidder acknowledges that making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by SDVOBs after the Contract award and during the term of the Contract must be reported on a revised SDVOB Utilization Plan and submitted to the State Contracting Agency.

C. The State Contracting Agency will review the submitted SDVOB Utilization Plan and advise the Bidder/Contractor of the State Contracting Agency acceptance or issue a notice of deficiency within 20 days of receipt.

D. If a notice of deficiency is issued, Bidder/Contractor agrees that it shall respond to the notice of deficiency, within seven business days of receipt, by submitting to the State Contracting Agency 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 State Contracting Agency to be inadequate, the State Contracting Agency shall notify the Bidder/Contractor and direct the Bidder/Contractor to submit, within five business days of notification by the State Contracting Agency, a request for a partial or total waiver of SDVOB participation goals on SDVOB 200. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

E. The State Contracting Agency may disqualify a Bidder's bid or proposal as being non-responsive under the following circumstances:

- (1) If a Bidder fails to submit an SDVOB Utilization Plan;
- (2) If a Bidder fails to submit a written remedy to a notice of deficiency;
- (3) If a Bidder fails to submit a request for waiver; or
- (4) If the State Contracting Agency determines that the Bidder has failed to document good faith efforts.

F. If awarded a Contract, Contractor certifies that it will follow the submitted SDVOB Utilization Plan for the performance of SDVOBs on the Contract pursuant to the prescribed SDVOB contract goals set forth above.

G. Contractor further agrees that a failure to use SDVOBs as agreed in the Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, the State Contracting Agency shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsibility.

### **Request for Waiver**

A. Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the Designated Contacts at the State Contracting Agency for guidance.

B. In accordance with 9 NYCRR § 252.2(m), a Bidder/Contractor that is able to document good faith efforts to meet the goal requirements, as set forth in clause IV below, may submit a request for a partial or total waiver on Form SDVOB 200, accompanied by supporting documentation. A Bidder may submit the request for waiver at the same time it submits its SDVOB Utilization Plan. If a request for waiver is submitted with the SDVOB Utilization Plan and is not accepted by the State Contracting Agency at that time, the provisions of clauses II (C), (D) & (E) will apply. If the documentation included with the Bidder's/Contractor's waiver request is complete, the State

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Contracting Agency shall evaluate the request and issue a written notice of acceptance or denial within 20 days of receipt.

C. Contractor shall attempt to utilize, in good faith, the SDVOBs identified within its SDVOB Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract award may be made at any time during the term of the Contract to the State Contracting Agency, but must be made no later than prior to the submission of a request for final payment on the Contract.

D. If the State Contracting Agency, upon review of the SDVOB Utilization Plan and Monthly SDVOB Compliance Report (SDVOB 101) determines that Contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regards to such non-compliance, the State Contracting Agency may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven business days of receipt. Such response may include a request for partial or total waiver of SDVOB contract goals.

Waiver requests should be sent to the State Contracting Agency.

### **Required Good Faith Effort**

In accordance with 9 NYCRR § 252.2(n), Contractors must document their good faith efforts toward utilizing SDVOBs on the Contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

- (1) Copies of solicitations to SDVOBs and any responses thereto.
- (2) Explanation of the specific reasons each SDVOB that responded to Bidders/Contractors' solicitation was not selected.
- (3) Dates of any pre-bid, pre-award or other meetings attended by Contractor, if any, scheduled by the State Contracting Agency with certified SDVOBs whom the State Contracting Agency determined were capable of fulfilling the SDVOB goals set in the Contract.
- (4) Information describing the specific steps undertaken to reasonably structure the Contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs.
- (5) Other information deemed relevant to the waiver request.

### **Monthly SDVOB Contractor Compliance Report**

In accordance with 9 NYCRR § 252.2(q), Contractor is required to report Monthly SDVOB Contractor Compliance to the State Contracting Agency during the term of the Contract for the preceding month's activity, documenting progress made towards achieving the Contract SDVOB goals. This information must be submitted using form SDVOB 101 available on the State Contracting Agency website and should be completed by the Contractor and submitted to the State Contracting Agency, by the 10th day of each month during the term of the Contract, for the preceding month's activity to the State Contracting Agency (contact information to be provided).

### **Breach of Contract and Damages**

In accordance with 9 NYCRR § 252.2(s), any Contractor found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth in the Contract, shall be found to have breached the contract and Contractor shall pay damages as set forth therein.

## SECTION 2: General Requirements

### 2.1 Desired Outcomes 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 outcomes for this RFP are to:

- Identify and locate eligible homeless families, individuals, and/or youth/young adults;
- Increase the availability of supportive housing as a means to reduce homelessness;
- Provide services and supports to help eligible families, individuals and/or youth/young adults manage health and behavioral health conditions, address other disabling conditions or life challenges and become and remain stably housed;
- Provide service and operating funding for supportive housing units developed with available private, federal, state, and/or local capital funding resources.
- Increase the availability of supportive housing as a means to facilitate access to health services and improve the health status and quality of life experiences of families, individuals, and/or youth/young adults who are eligible for Medicaid Redesign Team funds;
- 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	06/05/17
Webinar	06/19/17
Questions Due	06/26/17
Questions Posted on Website (Tentative Date)	07/05/17
Proposals Due (must be received by 2:00pm)	07/24/17
Conditional Award Notifications (Tentative Date)	09/11/17
Contract Start-Date	TBD

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## 2.3 Proposal Submittal Process

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

Carol Swiderski,  
Contract Management Specialist 2  
NYS Office of Mental Health  
Contracts and Claim Unit  
44 Holland Ave, 7th floor  
Albany, NY 12229

### 2.3.1 Register for the Grants Gateway

On the Grants Reform Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username please email [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov). If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

### 2.3.2 Complete your Prequalification Application

- Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to the Grants Reform Team at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

### 2.3.3 Submit Your Prequalification Application

1. After completing your Prequalification Application, click the Submit Document Vault link located below the Required Documents section in order to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to In Review. If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
2. Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

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## 2.4 Questions and Answers

Written questions regarding this RFP will be accepted until 06/21/17 at 4:30 pm. No telephone inquiries will be accepted. Answers to all questions will be tentatively posted on OMH's website by 06/30/17. Questions may be submitted via mail or email to:

Carol Swiderski  
Contract Management Specialist 2  
ESSHI Questions  
NYS Office of Mental Health  
Contract and Claim Unit 44 Holland Ave,  
7th floor Albany, NY 12229  
[Carol.swiderski@omh.ny.gov](mailto:Carol.swiderski@omh.ny.gov)

All questions must be typed and include the RFP section the question is about. Along with the question(s), provide your name, organization, mailing address and email. To receive a hard copy of the Questions and Answers document, please contact Ms. Swiderski at the address above.

## 2.5 Webinar

A webinar will be held on June 19, 2017 at 10:00 a.m. 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:

Topic: Empire State Supportive Housing Initiative RFP Webinar  
Date: Wednesday, June 19, 2017  
Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 641 835 435  
Meeting Password: tpqwYd6g

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To join the online meeting (Now from mobile devices!)  
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1. Go to <https://meetny.webex.com/meetny/j.php?MTID=m873302c31e370dfaec6f29c72fe893f5>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: tpqwYd6g
4. Click "Join".

To view in other time zones or languages, please click the link:

<https://meetny.webex.com/meetny/j.php?MTID=mca42fda0c68f81feb6a8508a6a9da511>  
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To join the audio conference only  
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Provide your number when you join the meeting to receive a call back. Alternatively, you can call one of the following numbers:

Local: 1-518-549-0500

Toll Free: 1-844-633-8697

Access code: 641 835 435

Toll-free dialing restrictions:

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[https://www.webex.com/pdf/tollfree\\_restrictions.pdf](https://www.webex.com/pdf/tollfree_restrictions.pdf)

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For assistance

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1. Go to <https://meetny.webex.com/meetny/mc>
  2. On the left navigation bar, click "Support".

Add this meeting to your calendar (Cannot add from mobile devices):

<https://meetny.webex.com/meetny/j.php?MTID=ma30667062536d2cf53f607e4a4b98aa1>

<https://www.webex.com>

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1. System setup and test

Two days before webinar test the computer you will be using by clicking on the following link:

<http://www.webex.com/test-meeting.html>.

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## 2.6 Selection Criteria

All proposals will be reviewed by the ESSHI Interagency Workgroup including, but not limited to, representatives from the OMH; HCR; OTDA; OASAS; DOH including the AIDS Institute; OCFS; OPDV; and OPWDD.

Applicants must be prequalified in the Grants Gateway 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 ESSHI Interagency 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
Need	35
Impact	30
Readiness	10
Cost Effectiveness/Budget	25
<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 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

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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? (Maximum 35 points).

For counties covered by a CoC, a letter of support and data from the CoC should be provided regardless of the population. Applicants are encouraged to submit supplemental sources of data evidencing the need. For counties not covered by a CoC, alternative sources of data documenting the unmet need and a letter of support from a local planning entity or agency charged with serving the proposed homeless population should be included.

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 <http://ocfs.ny.gov/main/Youth/rhydirectory.asp>

For victims or survivors of domestic violence, supplemental sources of data that may be useful can be found here: <http://ocfs.ny.gov/main/reports/DV%202014%20Annual%20Report%20Final.pdf>

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/opwdd\\_about/commissioners\\_page/residential\\_request\\_list](https://opwdd.ny.gov/opwdd_about/commissioners_page/residential_request_list)  
<https://opwdd.ny.gov/sites/default/files/documents/Oct-2016-OPWDD-Report-to-Legislature.pdf>  
[https://opwdd.ny.gov/opwdd\\_resources/agency-data/all](https://opwdd.ny.gov/opwdd_resources/agency-data/all)

Additional data may also be available through the Conference of Local Mental Hygiene Directors website:

[http://www.clmhd.org/dcs\\_resources/Developmental-Disabilities\\_190\\_pg.htm](http://www.clmhd.org/dcs_resources/Developmental-Disabilities_190_pg.htm)

- **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? (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 capital funding sources already secured, realistic time-frame for project completion.) (Maximum 10 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)

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**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 70 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 70 or above may be eligible to receive a conditional award. Final awards will be made based on the ability to obtain capital funding to complete the project.

The ESSHI Interagency 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 ESSHI Interagency Workgroup reserves the right to award funds as determined by the Interagency Workgroup in order to achieve the objectives of the State's overall Housing Plan, including by geographic region, 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 ESSHI Interagency 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.

## **2.7 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.

## **2.8 Vendor Responsibility Requirements**

New York State Finance Law requires that State agencies award contracts to responsible contractors, including but not limited to NFP and for-profit vendors. 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 Contracting State Agency will review the Questionnaire, the audited financial statements and other information provided in the applicant's Document Vault.

The Contracting State Agency reserves the right to reject any proposal if in the sole discretion of the Contracting State Agency; 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 OSC.

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Vendors are invited and encouraged to file the required Vendor Responsibility Questionnaire online through the Office of the State Comptroller (OSC) 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 are separate Vendor Responsibility questionnaires that are used by For-Profit businesses and 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 Contracting State Agency 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.

## **2.9 Contracting State Agency/ ESSHI Interagency Workgroup Rights**

Successful applicants will contract with the Office of Mental Health (OMH); Office of Temporary and Disability Assistance (OTDA); Office of Alcoholism and Substance Abuse Services (OASAS); the Department of Health (DOH) including the AIDS Institute; Office for People with Developmental Disabilities (OPWDD); Office of Children and Family Services (OCFS); or the Office for the Prevention of Domestic Violence (OPDV). Determination of the Contracting State Agency will be based on scope of the applicant's proposal and whether the applicant has an existing contractual, regulatory or oversight relationship with one of the above- listed state agencies.

The Contracting State Agency and the ESSHI Interagency Workgroup both reserve the right to:

1. Place a monetary cap on the funding amount made in each contract award. Make awards for less than the amount requested or up to the maximum unit amounts specified in the RFP.
2. Change any of the scheduled dates stated in the RFP.
3. Request all bidders who submitted proposals to present supplemental information clarifying their proposal either in writing or by formal presentation.
4. Require bidders demonstrate, to the satisfaction of the Contracting State Agency, 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.
5. 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.
6. Make funding decisions that maximize compliance with and address the outcomes identified in this RFP.

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7. Fund only one portion, or selected activities, of selected bidder's proposal; and/or adopt all or part of the selected bidder's proposal based on State requirements.
  8. Eliminate any RFP requirements unmet by all bidders, upon notice to all parties that submitted proposals.
  9. Waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the bidder involved.
  10. Correct arithmetic errors in any proposal, or make typographical corrections to proposal, with concurrence of the bidder.
  11. Award contracts to more than one bidder.
  12. Fund any or all proposals received in response to this RFP. However, issuance of this RFP does not commit the any of the Contracting State Agencies 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.
  13. 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.
  14. 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.
  15. 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.
  16. Negotiate with the selected bidder(s) prior to contract award.
  17. 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.
  18. Require contractors to participate in a formal evaluation of the program to be developed by the Contracting State Agency. 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.
  19. Consider statewide distribution and regional distribution within New York City including borough distribution methodology, in evaluating proposals.
  20. Exercise any of the options set forth elsewhere in this RFP, including but not limited to rescinding any conditional ESSHI award for failure to successfully secure commitment(s) for the necessary capital funding or because an

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award for such funding was rescinded OR providing an extension of time to obtain capital funding.

## **2.10 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 Contracting State Agency receive information that a person (as defined in State Finance Law §165 a) is in violation of the above-referenced certifications, the Contracting State Agency 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 Contracting State Agency 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 Contracting State Agency 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.

## **SECTION 3: Debriefing**

The 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. The OMH will not offer scoring, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller 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 his 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 state reference to the RFP title and due date.

Such protests must be submitted to:

## 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 communitywide 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.

**Contracting State 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.

**Frail or disabled senior:** Any person who is 55+, unable to perform at least two "activities of daily living" comprising of eating, bathing, grooming, dressing, or home management activities.

**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;
- (2) be a youth or young adult who left foster care within the prior five years and who was in foster care at or over age 16, and who is without permanent and stable housing;
- (3) be an adult or young adult reentering the community from incarceration or juvenile justice placement, who was released or discharged, and who is without permanent and stable housing; or
- (4) be a young adult between the ages of 18 and 25 years of age without a permanent residence, including those aging out of a residential school for individuals with an intellectual or developmental disability.

**Housing First:** A homeless assistance approach that prioritizes providing people experiencing

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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):** The Office for People with Developmental Disabilities (OPWDD) is responsible for determining whether an individual is eligible for services based upon the definition of "Developmental Disability" established through NY 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.

**Medicaid Redesign Team (MRT) Eligible Individuals:** Individuals who exhibit conditions or histories recognized to be associated with high Medicaid usage. Examples include, but are not limited to, single adults who are transitioning out of an institution (including hospital long-stay or a nursing home) or homeless/unstably housed individuals that have a serious mental illness, physical disability, HIV/AIDS, substance use disorder, seniors, and /or individuals with other chronic conditions.

**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 NYS certified/licensed apartments residences.

**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.

**Serious Mental Illness (SMI):** SMI is a mental, behavioral, or emotional disorder (excluding developmental and substance use disorders); diagnosable currently or within the past year; of sufficient duration to meet diagnostic criteria specified within the 4th edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV); resulting in serious functional impairment, which substantially interferes with or limits one or more major life activities.

**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.

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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 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.

**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.

**Victim or survivor of domestic violence:** Refers to any person over the age of sixteen or any parent accompanied by his or her minor child or children in situations in which the person or their child is a victim of an act which would constitute a violation of the penal law and has resulted in physical or emotional injury, or has created a substantial risk of physical or emotional harm, where the act was committed by a family or household member, which includes individuals related by consanguinity or affinity, married or formerly married, having a child in common or are currently, or have been, in an intimate relationship.

## SECTION 6: Application Instruction Requirements

The entire ESSHI application should be submitted in Grants Gateway. Applications submitted outside of the Grants Gateway system may not be reviewed.

Eligible entities are NFPs subject to Prequalification Requirements, with available document vaults in Grants Gateway. Read and follow all instructions while completing the screens in Grants Gateway.

Listed below are some general guidelines for navigating the Grants Gateway system:

- Log into Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator.
- Click the "Available Opportunities" button.
- From the "search by funding agency" drop-down menu, select Office of Mental Health. Click "search".
- Locate Empire State Supportive Housing Initiative and click on the blue link.
- Click the "Apply for Opportunity" button.
- From the FORMS MENU, complete the forms as described on the next page. Sections from the Forms Menu do not have to be completed in any particular order. Certain forms may be left blank if they do not apply to your application, such as budget items not requested. There will be a "global warning" error if you try to submit an application without completing required forms.
- You must SAVE YOUR WORK before moving onto a new screen.
- To check if an upload was successful, click "View File" after uploading a document.
- If you do not complete the application in one session, it will be in your "tasks" box labeled "application in process". Another way to find an application in process is to click the "applications" tab at the top of the screen.

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- Please note: those logged in as Grantees may work on the application, only those logged in as a Grantee Signatory or a Grantee System Administrator can submit the application to the State. When the application is ready for submission, click the Status Changes tab, then click the “apply status” button under “application submitted”.

Additional helpful information:

- There is a Grantee Application Tutorial Video available. After logging into Grants Gateway, click the “training materials” tab at the top of the screen. You may also locate the video on YouTube at <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>.
- Helpdesk information: Monday thru Friday 8am to 8pm
- Phone: 518-747-5595; Email: [grantsgateway@its.ny.gov/](mailto:grantsgateway@its.ny.gov)
- The Grantee Quick Start Guide is available in the Pre-Submission Upload section of the application.

The following underlined headings correspond to the screens that must be completed for your ESSHI Application in Grants Gateway. Each screen is listed as a link under the Forms Menu. Click a link, complete the screen as directed, save the screen, go back to the Forms Menu and click another link. Continue in this manner until you have completed all the links/screens. Remember to save your work often.

**Project Site Address screen:** Enter your administrative office address.

**Program Specific Questions screen:** Provide the information requested. Narratives are limited to 4,000 characters. Questions 8, 9, and 18 request an upload, if applicable.

**Budget Section:** Complete the Budget section screens as directed below. Only use whole dollar amounts. Matching funds are not required under ESSHI. Use the “Other” column to denote any operating revenues other than ESSHI funds such as tenant contributions.

**Personal Services - Salary screen:** List all positions that provide direct service to residents. Each position should be entered on a separate screen. Briefly describe the role/responsibility of the position in relation to the ESSHI program. Click Save. Click Add to open a new screen for listing the next position.

**Personal Services – Salary Narrative screen:** This screen should be used only if needed to describe or explain things out of the ordinary, exceptions in staffing patterns, unusual salary costs, justification of staff funded by more than one funding source and explanation of the percent time allocated to ESSHI, including the percentage of time allocated to administrative and program activities where necessary.

**Personal Services - Fringe screen:** Provide a brief explanation of the percentage and composition of your fringe benefit structure. Fringe should not exceed the Office of the State Comptroller’s rate, currently at 58.71%. If fringe is not applicable, leave this section blank.

**Personal Services - Fringe Narrative screen:** This screen should be used only if needed to describe or explain things out of the ordinary, and/or unusual costs.

**Contractual Services screen:** 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 on its own screen and the cost justified. Only the pro-rated portion of the entire expenditure that is related to ESSHI is allowed. This line includes institutions, individuals or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the ESSHI contract and whose services are to be funded under the ESSHI budget. This includes any other NFPs performing work under the proposed

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ESSHI contract. All such agreements are to be bona fide written contracts: The State Contracting Agency reserves the right to request these documents at any time in the future.

**Travel screen:** This category includes travel costs for personnel listed under Personal Services Costs, participant travel and other travel expenses. Mileage costs may be reimbursed up to the NY State rate (currently the maximum rate is \$.535 per mile). In the justification field, explain which staff will be traveling in relation to the project, the destination, purpose and frequency of the travel. Out-of-state travel is discouraged, although a contractor may pursue such travel with justification and pre-approval from the State Contracting Agency.

**Equipment screen:** This category includes purchase, rental and leasing of equipment. Equipment is any non-consumable, tangible property having a useful life of more than one year. Substantial equipment purchases (costing more than \$5,000) should be avoided. Acquisition costs must be in accordance with NYS requirements and may be evaluated to determine if leasing is a practical and cost effective alternative. If the only alternative is to purchase such equipment using contract funds, an applicant is required to obtain 3 competitive bids and should receive prior approval. All things being equal, the contractor should purchase equipment from the lowest bidder. Complete the Equipment form for requested equipment. Complete the Equipment Narrative form if there is any substantial equipment costing more than \$5,000 per item. Requests in support of this grant category, if not with another not for profit or unit of local government, may be required by the State Contracting Agency to demonstrate how they will use these purchases to meet MWBE goals.

**Equipment Narrative screen:** Provide information on bids received and provide explanation/justification as instructed.

**Other screen:** This category should include program items that do not fit in the other categories, such as food, postage, copies, office supplies, and administrative costs. Each cost should be listed on its own screen. Allowable administrative costs are those costs directly related to administering the ESSHI program as detailed in Sections 1.5 of the RFP. If including administrative costs, please use the prefix ADM when completing the Type/Description section (i.e. ADM- Executive Director, or ADM- ExDir Fringe, or ADM- Audit Fee). The total combined administrative costs may not exceed 15% of the annual requested funds. Administrative costs should be itemized.

**Other Narrative screen:** Use this section to provide details for any staff/position listed as administrative (ADM) under "Other". List the title, the annual salary, and the percentage of time spent on ESSHI administrative activities; also include a brief description of those activities.

**Objectives and Tasks:** This section will be used to set up quarterly reports and collect performance data. There are three pre-established Objectives-Tasks, they are listed below. Under the Forms menu click on Objectives-Tasks and the first objective with its description will appear along with an associated task. Click on view/add. For Performance Measure Name restate the Objective then enter the data requested in the box below; you may provide anticipated data where applicable. Click Save. Now go back to Forms Menu → Objectives and Tasks →select the next Objective from the drop down menu in upper right corner → Go; continue in this manner until all objectives/tasks are completed.

**Target Population:** Enter the target population(s) for the ESSHI project. The population(s) listed must correspond to one or more of the eligible populations indicated in Section 1.4 of the RFP.

**Referral Sources:** Identify the referral source(s) for each target population in the project.

**Anticipated Outcomes of the Project:** Describe anticipated benefits for the recipients of services of the ESSHI project. Applicants should respond to one defined outcome measure: to "describe how your agency will measure housing stability". Applicants should also identify and describe three additional outcome measures and how they will be measured.

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**Pre-Submission Uploads Screen:** This section contains forms for completion with recommended formats. You may download applicable forms by clicking on the appropriate link. Once a form is opened, click ‘Enable Editing’ at the top of the document to be able to enter data. Rename and save the completed form to your computer. Upload your completed form in the Pre-Submission Upload section and/or where indicated throughout the application. If required information is not available or cannot be produced, an explanation should be uploaded. If requesting ESSHI funds for supplies, contractual, and/or equipment categories, the State Contracting Agency will require submission of applicable MWBE forms prior to execution of a contract. However, if a contractual expense is with another NFP, MWBE forms are not applicable. The following is a list of the forms:

**Appendix A (MRT Project Questionnaire):** This form is required if the proposed ESSHI project will target high-cost Medicaid users.

**ESSHI Tenant Profile:** This form is used to identify the target population(s) as well as co-occurring disabilities and/or other life challenges of the target population(s) to be served.

## **PREVIEW OF GRANTS GATEWAY APPLICATION**

These screen titles correlate with instructions in Section Three of this RFP. The preview button on the screens (upper right) may be used to more easily view the answers you provide to questions as the application is being developed. 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 the Grants Gateway system may not be reviewed.



New York State  
**Grants Gateway**

### **PROGRAM SPECIFIC QUESTIONS**

**Instructions:**

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

**Project Title**

A. Section – Need

1. Provide an executive summary of the proposed project. Please include target population, total number of housing units, number of ESSHI units, location, building description (if known), and capital project team (if known).

2. Provide an overview and history of your agency. Explain how the agency meets the eligibility requirements set forth in the RFP.

3. Describe the target population(s) the proposal would serve. If the proposal will serve MRT eligible individuals, Appendix A (MRT Project Questionnaire) must be completed and uploaded to the application in the pre-submission uploads section.

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4. Highlight your 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).

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5. Describe the identified needs of the target population(s) including why supportive housing is needed.

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6. What factors have created and perpetuated homelessness among the target population(s) that your organization is proposing to serve?

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7. Provide a thorough description of the community and the need for the project, including any information available from the Continuum of Care governing body or any local planning group, Local, State or Federal reports, or documentation from community partners, local housing authorities, shelters, etc.

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8. Attach and analyze the HUD CoC Homeless Assistance Programs Homeless Populations and Subpopulations report (point in time data) for your continuum, if this report is available to the applicant. For those areas without a Continuum or Care or where the CoC report is not available to the applicant, please substitute local data. Applicants may enhance CoC and local planning data with other relevant information.

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9. Attach and analyze the HUD CoC Homeless Assistance Programs Housing Inventory chart for your continuum, if this chart is available to the applicant. For those areas without a Continuum or Care or where the CoC chart is not available to the applicant, please substitute local data. Please focus your response on the Permanent Housing beds in your area.

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10. Based on your agency's experience, describe the need for this project in the community where it will be located.

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11. What are the critical gaps in housing for your area? Please relate the target population(s) to the point in time data in the housing inventory. How does your proposal respond to an identified need?

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12. Explain how homeless services are 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.

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13. Explain your 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. For those areas without a CoC, please explain your agency's role in the local planning process.

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14. Explain how the proposed program funded under this RFP will be coordinated with the existing programs in the CoC or local planning process.

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15. Discuss how duplication of effort will be avoided with this project.

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16. Describe your agency's efforts with regard to participating in the Homeless Management Information System if applicable.

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17. Do you have support for this project from the CoC or local planning entity? Attach your letter of support.

Upload:

**B. Section – Impact**

18. Describe how the target population(s) will be identified, referred and how access to housing will be achieved. Include your agency's understanding and commitment to working with the referral process appropriate to the population(s) served.

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19. Provide an overview of the proposal's purpose and 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.)

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20. Describe how the proposal would meet the identified needs of the target population(s) and the intended impact.

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21. Describe how your organization will monitor the effectiveness of the program.

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22. Provide a detailed description of the program including outreach efforts, intake, and exit. (Discuss any relationships/linkages with other community service providers)

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23. Describe what supportive housing services will be provided to the targeted population(s) through this funding.

24. Describe how the program including support services plan will be developed in compliance with the appropriate State Agency(s) operating guidelines.

25. Describe any tenant eligibility requirements for the proposed project.

26. Discuss in detail the staffing of the project and how it relates to the proposed budget of this application.

27. Identify appropriate safety and security measures.

28. Describe any rent collection, eviction and turnover procedures.

C. Section – Readiness

29. Is there an identified site for the proposed project?

30. Do you have site control? If yes, please describe.

31. 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 the 12 month time frame.

32. Provide a realistic time frame for project completion. Be as specific as possible. Include such items as known zoning issues, community support, site control, project team readiness, etc.

D. SECTION - Budget

33. 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. Please list these funds separately in the "Other" Column in the budget.

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34. Describe the fiscal viability and health of the agency.

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35. Describe the number of units and beds proposed and the per unit/bed costs based on the full amount requested through this RFP; describe how the funding formula was calculated for this proposal. The budget for these units may have local cost factors; include these cost factors in your budget justification.

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## Appendix A

### MRT Project Questionnaire

#### Medicaid Redesign Team Supportive Housing Project Questionnaire

MRT serves high-cost, high-need Medicaid enrolled participants through capital funding, rental subsidy and support services. In order to evaluate this application for Medicaid Redesign Team (MRT) Capital funding this Questionnaire must be completed. Please do not refer to sections of your general application. Be aware that all aspects of marketing, management and implementation of the project must conform with all applicable sections of Title VIII of the Federal Civil Rights Act of 1968, also referred to as the “Fair Housing Act”, Section 504 of the Federal Rehabilitation Act of 1973, the Human Rights Laws of the State of NY, HIPAA (Health Insurance Portability and Accountability Act) and all other applicable laws and regulations.

**Project Name:** Click or tap here to enter text.

**Number of MRT units:** \_\_\_ of \_\_\_

**Location:** Click or tap here to enter text.

**Population:** Click or tap here to enter text.

1) Fully describe the MRT high-cost Medicaid population that will be served in the proposed project. Will your project serve multiple populations? If so, please specify.

Click or tap here to enter text.

2) Will the targeted MRT high-cost Medicaid population be chronically homeless, unstably housed, transitioning from a nursing home facility, congregate care or individuals currently residing in an inpatient care facility? If so, how many units?

Click or tap here to enter text.

3) How will you ensure that units will be targeted to the MRT high-cost Medicaid population who are currently enrolled in Medicaid?

Click or tap here to enter text.

4) Identify the mechanism by which the prospective tenants will be confirmed as enrolled in Medicaid.

Click or tap here to enter text.

5) Fully describe where the target population is expected to be residing prior to entering the project (nursing home, shelter, on the streets, etc).

Click or tap here to enter text.

6) If population is frail/elderly, please identify the mechanism by which the prospective tenants will be confirmed as nursing home eligible, if the proposed project will provide supportive housing to the nursing home eligible population. For example, will your organization utilize the Uniform Assessment System, Patient Review Instrument or other method of evaluating prospective tenant’s ability to complete activities of daily living.

Click or tap here to enter text.

7) How has the need for supportive housing for the targeted MRT high-cost Medicaid population been documented within the primary market area?

Click or tap here to enter text.

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8) Fully describe how the project sponsor will conduct outreach and screen prospective tenants to ensure that the targeted MRT units are rented to the intended MRT targeted population in compliance with all applicable fair housing requirements?

Click or tap here to enter text.

9) Fully describe the range of services that will be made available to the targeted high-cost Medicaid population? (Services provided cannot be Medicaid billable.)

Click or tap here to enter text.

10) Identify the services organization(s) that will provide the services that will be made available to the targeted MRT high-cost Medicaid population?

Click or tap here to enter text.

11) Identify, in detail, the funding sources for the services that will be provided to the MRT high-cost Medicaid population. Please identify the government agency(ies) that administer each of the funding sources for the services that will be made available.

Click or tap here to enter text.

12) Identify the funding source(s) for an ongoing rental subsidy or other form of subsidy that will be available to ensure that rents paid by the targeted MRT high-cost Medicaid population will remain affordable?

Click or tap here to enter text.

13) In relationship to the project, will licensing and/or certification by a government agency be required to provide the level and/or type of services that will be made available to the targeted population. If so, please identify the licensing and/or certifying agency(ies) and the specific license and/or certification that would be required.

Click or tap here to enter text.

14) If the project is serving seniors, will any nursing home beds in the region close/downsize with the transition of the nursing home eligible population into these units? If so, please identify the name, location, and operator of the facility and the number of beds expected to be taken off line as a result of the project.

Click or tap here to enter text.

15) Describe the bedroom configuration and unit type serving the MRT high-cost Medicaid population.

Click or tap here to enter text.

16) Is the proposed project subject to design guidelines and/or design approval by another government agency? If so, please name the agency(ies) and identify the design requirements.

Click or tap here to enter text.

17) Describe in detail, how and how much Medicaid savings will be generated by the placement of this high-cost Medicaid population into this specified project of MRT supportive housing?

Click or tap here to enter text.

## **Reporting and Placement Requirements**

The Department of Health will assist providers with the prioritization of potential tenants lists prior to placement in order to ensure that the tenants meet MRT criteria (i.e. high-cost Medicaid utilizers).