



Empire State Supportive Housing Initiative (ESSHI)

Questions and Answers

June 2016

Questions Related to Formatting and Application Submissions

1. In the guidelines for the grant submission, what does “no spacing” mean?
A: Narrative components of the application are to be single-spaced.
2. If we are not serving a high cost Medicaid population, do we need to complete/submit Appendix Xx MRT Project Questionnaire?
A: No.
3. If we are not seeking MRT Capital Funding do we need to complete/submit Appendix Xx MRT Project Questionnaire?
A: See previous response.
4. Section 2.3 Proposal Submittal Process: We would like to confirm that although our organization needs to be prequalified in the Grants Gateway, the submission is not through the gateway – is that correct? It is our understanding via the RFP that we should mail our proposal in the form of one original hard copy document and a pdf on a flash drive/CD.
A: Correct.
5. The application, Attachment A, asks for an “Applicant ID Number” which is described as “Typically one of the following: Charity Registration, DUNS, Federal Tax ID, NYS Vendor Identification Number SFS, SSN, NYS Unemployment Tax Number.” Our organization has all of these numbers (except for SSN) – which would you like us to have as our Applicant ID?
A: Agencies may use any one of these numbers as your Applicant ID.
6. Can the Proposal be hand delivered? RFP Section 2.3 Proposal Submittal Process
A: Yes.
7. Are we required to submit our application on NYS Grants Gateway in addition to mailing the application materials?
A: No.
8. Per the RFP, the deadline for submission is July 18. Can the application be postmarked by this date, or must it be received by OMH by this date?
A: Application must be received by this date.
9. Section 2.3: The CD/thumb drive should contain a single PDF file comprising the whole proposal, including attachments, correct?
A: That is correct.
10. Is it acceptable to hand-deliver the proposal to the NYS OMH Contracts & Claim unit by the due date?
A: Yes

11. Can tables, charts and footnotes be smaller than 12-point font and single-spaced? Page 18 of the RFP indicates “no spacing”, is this a typo, intended to mean single-spacing or double-spacing perhaps?

A: Yes – charts, tables, footnotes may be smaller than 12-point font and single spacing is required.

Questions Regarding Eligibility

1. Section 3.24 Readiness: An organization can apply even if it does not yet have all of the capital funds for its project, correct? If it is in the process of obtaining capital funds, it can still apply?

A: Yes.

2. What makes an agency ineligible to apply?

A: Please refer to Section 1. Eligible Applicants of the RFP.

3. Are housing authorities (nonprofit public benefit corporations) eligible applicants? If not, what is the reason for their non-eligibility?

A: Yes.

4. Is the following project eligible for funding? Construction of fifty new units of affordable housing at scattered site locations. Project has been approved for 4% LIHTC, HOME and other funding. Of the 50 units, at least eight will be designated for homeless veterans. Additional units will also be designated for other homeless populations. Applicant is seeking funding for supportive services for those units. Closing on the project will occur in the next few months. Of the 50 units, 25 will be PBV Section 8 vouchers provided by the housing authority.

A: As long as the applicant meets the eligible applicant criteria outlined in Section 1.3, they may apply for funding under this RFP.

5. Could an IPA (Independent Provider Association) apply if it is an incorporated nonprofit made up of behavioral health providers?

A: Yes, provided the applicant also meets all other eligibility requirements.

Questions Related to Contract Requirements

1. On page 24 of RFP in Vend Rep Section - Re: the most recently issued independently audited financial reports that must be included with each bid. As there is no specific attachment addressing the audited financial report, where should the copy of our most recent audited financial report be included in the application package?

A: Audited financial statements may be appended to the Vendor Responsibility Form/Questionnaire, as one of the components of a complete application described in Section 2.3 of the RFP.

2. Do we have to include a copy of the VR? Where can we find a copy of the Vendor Responsibility Form which must be included in the application?

A: Yes. The Vendor Responsibility Questionnaire is available at http://www.osc.state.ny.us/vendrep/form_ac3293s.htm

3. Section 1.11 MWBEs – Do we need to submit an MWBE utilization plan with our proposal or only with contract documents if we are selected to receive an award?

A: An MWBE utilization plan is not included in the list of components for a complete application indicated in Section 2.3 of the RFP. Agency specific MWBE requirements will be considered at time of contracting.

4. Section 1.2 page 8, Term of Contract – the RFP states that the term of the S&O funding contract will be for 5 years. However, investors in Low Income Housing Tax Credit funded projects look for service and operating/rental subsidy commitments of at least 15 years to match the IRS tax credit compliance period. Is it possible to get a 15 year contract for projects that use tax credits as part of the financing?

A: The term of the contract will be five years. Subject to the availability of State funding, once awarded, ESSHI funding is anticipated to continue for renewable five-year terms for eligible projects.

5. Section 1.11, page 13-15 MWBE Goals – as a Services and Operating funding program, it is not feasible to meet the 30% MWBE utilization goals, as there are no capital dollars involved with the RFP and there is no sub-contracting of the funding. Is this section Not Applicable?

A: The MWBE requirements are applicable and participation goals will be applied to expenditure categories for which MWBE participation is possible. Agency specific MWBE requirements will be negotiated at time of contracting.

6. SDVOB requirement” Pages 16-17 (Section 1.12) of the RFP provides details on State agencies’ responsibilities regarding the Service-Disabled Veteran-Owned Business requirement, but does not specify analogous requirements for non-profit applicants under this RFP. What responsibilities do non-profit applicants under this RFP have with respect to the SDVOB requirement. Please clarify.

A: SDVOB requirements will be considered at time of contracting.

7. Vendor Responsibility Questionnaire: Page 18 (Section 2..3) of the RFP indicates that applicants should submit a Vendor Responsibility Form/Questionnaire (VRQ). For applicants that submit their VRQs online, is it acceptable to provide the 1-page certification of online submission via the VendRep System instead of the full VRQ with our proposal? Please clarify.

A: Yes.

8. What fulfills the Vendor Responsibility Questionnaire requirement as far as filing one online? Does one have to be completed within a certain timeframe (e.g. if filed April 2016, does this fulfill the requirement)?

A: Applicants can provide the 1-page certification of online submission. Section 2.8 identifies the timeframe the VR needs to be completed.

Questions Related to Definitions

1. What does integrated apartment buildings mean for purposes of developing permanent supportive housing units consistent with the Empire State Services Housing Initiative?

A: Integrated settings are defined in the Glossary of the RFP. Applicants funded under ESSHI must comply with the requirements set forth by the capital funding source.

2. Can you define what is a unit?

A: The RFP indicates that the terms “bed” and “unit” are used interchangeably. This recognizes that there may be more than one eligible individual within a household; family; or apartment unit that contains unrelated individuals. Capital programs may identify units as distinct dwelling units.

3. Where can one find information about the MRT projects info regarding the targeted population (the definition)?

A. See the Glossary in the RFP.

4. What are the eligibility requirements for nursing home? Congregate care?

A. See the list of eligible populations as outlined in Section 1.4 in the RFP.

5. What defines an MRT high-cost individual?

A. See the Glossary in the RFP

6. What is meant by the term “integrated apartment buildings” used in the first full paragraph on page 9 of the RFP?

A. Integrated settings are defined in the Glossary of the RFP. Applicants funded under ESSHI must comply with the requirements set forth by the capital funding source.

7. What definition is used when using the term frail or disabled? Is it the HUD definition? RFP section – 1.4 Eligible Target Population.

A: Yes, frail or disabled senior is defined as an elderly person who is unable to perform at least three "activities of daily living" comprising of eating, bathing, grooming, dressing, or home management activities

8. If family apartments are included in a proposal, is this counted as one unit (receiving up to \$25,000 annually) or does it depend on the number of beds or individuals living and being served in the apartment?

A: The RFP indicates that the terms “bed” and “unit” are used interchangeably. This recognizes that there may be more than one eligible individual within a household; family; or apartment unit that contains unrelated individuals. Capital programs may identify units as distinct dwelling units.

9. The definition of homeless in the glossary includes “an adult or young adult reentering the community from incarceration or juvenile justice placement, who was released or discharged and is without permanent and stable housing.” Can a sponsor move previously incarcerated tenants from their own transitional housing programs into this building, assuming that transitional tenants are “without permanent and stable housing”?

A:Yes.

10. What determines a unit when serving a family? For example: if we serve a 2-person family (mom and child) in a 2 bedroom apartment is that considered one unit or 2? If we serve 2 chronically homeless individuals in a shared 2 bedroom unit that would serve as 2 units, correct?

A: The RFP indicates that the terms “bed” and “unit” are used interchangeably. This recognizes that there may be more than one eligible individual within a household; family; or apartment unit that contains unrelated individuals. Capital programs may

identify units as distinct dwelling units. In this example, 2 chronically homeless individuals in a 2 bedroom apartment is 2 units.

11. Define "chronically" homeless.

A: See HUD's definition at <https://www.federalregister.gov/articles/2015/12/04/2015-30473/homeless-emergency-assistance-and-rapid-transition-to-housing-defining-chronically-homeless>

12. Define "frail or disabled seniors". What is the qualifying age and what is considered "frail"?

A: A frail or disabled senior is defined as an elderly person who is unable to perform at least three "activities of daily living" comprising of eating, bathing, grooming, dressing, or home management activities. 55 and older.

13. What is the definition of a "Project"? Must a project be in one building or can it be scattered site?

A: ESSHI 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.

Questions Related to Multiple Projects and Populations

1. If an applicant wants to propose multiple projects, do they need to submit separate applications? Can they submit separate applications? If one application, should separate budgets be submitted to the extent different projects would have different unit counts? If an applicant wants to propose multiple projects with the same budget/population/unit count, how do they indicate that? For example, do they say they propose three fifty unit projects, per the attached budget?

A: A separate application is required for each proposed project. If an applicant wants to propose multiple projects with the same budget/population/unit count, they need to submit multiple applications, one for each proposed project.

2. Is there a need to submit multiple applications if there are multiple populations proposed?

A: No.

3. Our Agency would like to apply for funds to serve two separate populations (SMI & SUD) in two separate buildings. Do we submit two separate applications?

A: A separate application should be made for each individual housing project. A single project/ application may contain more than one ESSHI- eligible population.

4. Can you have two target populations at one program site? Can this be in the same proposals?

A: Yes, multiple ESSHI-eligible target populations (see Section 1.4 of the RFP) may be located within a singular housing project, which should be contained in a single application.

5. Applicant is considering requesting funding for the domestic violence victims/survivors target population. They are doing some work with human trafficking and gender violence and even though domestic violence and human trafficking are different forms of victimization, there are similarities and intersections between these types of abuse-including power, abuse, sexual violence and control. Similarly, victims are subject to manipulation, physical, sexual, emotional, psychological and economic abuse as well as isolation. Would our homeless human trafficking victims be eligible under the violence target group, as listed on page 9 under 1.4 Eligible Target Population?

A: Applicants can request funding for domestic violence/survivors as this is a targeted population in EESHI. Those receiving services within the award would work with their contracting agency to define the specifics of the needs of this targeted population.

6. Can applicant ask for multiple Eligible Target Population – i.e. Serious mental illness (SMI) and Victims/Survivors of domestic violence?

A: Yes.

7. We would like to apply to serve two separate populations in two separate projects. Should we submit two applications?

A: Yes.

8. Is a single agency able to submit multiple submissions for different project designs serving varied populations?

A: Yes.

9. If an agency is applying for multiple counties, as long as it's clear in the application, is one application acceptable?

A: No, presuming these would be separate development projects, each project must have its own application.

10. Is there a minimum number of units?

A: No.

11. Can we propose two populations in one project? Do we need separate applications for separate populations?

A: Yes. Separate applications are not required.

12. Is there a minimum number of units in a project to be eligible for this RFP?

A: No.

13. If an applicant wants to propose multiple projects with the same budget/population/unit count, how do they indicate that? For example, do they say they propose three fifty unit projects, each per the attached budget?

A: A separate application should be submitted for each housing project. However, generic, conceptual “projects” are discouraged and will not be favorably considered.

14. Section 2: General Requirements – Can an organization submit more than one proposal (for separate projects)?

A: Yes.

15. Does the eligible target population covered by the RFP include young adults with autism who are served by the NYS Office for People with Developmental Disabilities (OPWDD)?

A: No.

16. Can any of the RFP funds be used for nursing home residents transitioned out of the institution into existing apartments?

A: Nursing home residents transitioning from an institutional setting to a supportive housing model is an eligible target population under ESSHI. However, the units to be supported must be within newly created housing units as part of a development project, not existing apartments.

17. For separate sites within the same county, are separate applications required? I.e. if an applicant is proposing to operate two congregate sites near each other in the Bronx, must they submit two separate applications, one for each site?

A: Multiple sites may be included in a single development project, but presuming these are two separate development projects they should submit two separate applications.

18. Do one or two proposals need to be submitted to the Empire State Housing RFP for apartments that will be built at two different properties that are being submitted together to HFA for capital funding?

A: A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood. In these cases, a single proposal is acceptable.

19. Does the proposal have to be county specific?

A: No.

20. Does the proposal have to be NY state region specific?

A: This is a Statewide RFP.

21. Are these proposals able to be made throughout the entire state or only NYC at this time?

A: The ESSHI RFP Initiative is for the entire State of New York.

22. Can we request multiple populations in one proposal for one site?

A: Yes.

23. Is there a maximum number of units that one agency can apply for?

A: No.

24. Does the RFP require that the application be for a minimum number of units?

A: No.

25. Can a provider address multiple target populations in one application?

A: Yes.

26. How will units be allocated across NYS? Is there a specific number of units that providers can request?

A: ESSHI is a statewide initiative. No geographic distribution of units has been predetermined. There is no specific number of units that providers may request.

27. If a project is funded by HHAP and will serve primarily homeless individuals but allow for a number of different ESSHI eligible homeless populations (i.e., individuals with a serious mental illness; victims/survivors of domestic violence; individuals with a substance use disorder; and/or individuals experiencing chronic homelessness), can a request be made for supportive services and rental subsidies for set asides for one or more of these populations (not to exceed 50% - or some other threshold – of all the units for any one subpopulation)?

A: Yes.

28. For the Empire State Supportive Housing RFP, would the developmental disabled population be supported and/or funding through OPWDD?

A: No, however, OPWDD has received appropriations of \$20 million from budget year 15-16 and 16-17 for new capital funding to support the development of affordable housing to ensure the availability of safe and accessible residential opportunities for individuals with intellectual and/or developmental disabilities. Developers competing for these capital funds must partner with an OPWDD service provider which will function as the Support Agency for the housing needs of the individuals with an I/DD diagnosis residing in the OPWDD preferred units. The Support Agency must submit a short OPWDD-specific application directly to the OPWDD Regional Office to request capital funding. It is recommended that the developer reach out to the Director of the relevant [OPWDD Regional Office](#) for more information. Contact information for DDRO directors can be found at http://www.opwdd.ny.gov/opwdd_contacts/ddro for assistance in selecting a partner.

29. Section 1.4 Eligible Target Population: Is there a preferred mix of families, individuals and youth in need of supportive housing?

A: No.

30. Can units in an existing senior development project be utilized to house and provide services to eligible target populations (that are also over 55) with these funds?

A: No, these must be new units.

31. Can a project be unit based or is to be based on the number of beds?

A: The RFP indicates that the terms “bed” and “unit” are used interchangeably. This recognizes that there may be more than one eligible individual within a household; family; or apartment unit that contains unrelated individuals. Capital programs may identify units as distinct dwelling units.

32. Can the project sponsor assume a building 100% ESSHI eligible tenants, with only some portion with disabling condition? For example, can a project provide 100% of the units for those with a life challenge of re-entering the community from incarceration, however, only some portion (no more than 50%) will have a disabling condition (substance abuse, SPMI, etc.)?

A: No.

Questions Related to Operating and/or Capital Funding

1. Are furnishings and equipment for tenant apartments and for staff offices permitted under this RFP?

A: Operating expenses would include “rent” in the form of rental subsidies for tenants. Furniture is considered an operating cost by some agencies (OMH, AIDS Institute), though funding for furniture and equipment may also be available through capital sources. Supplies, exterminating and insurance are all considered operating costs. Routine repair and maintenance costs are eligible operating costs which may include electrical and plumbing repairs and grounds keeping. However, electrical, plumbing, and landscaping are typically associated with construction or rehabilitation expenses which are not eligible under ESSHI.

2. Do projects receiving service and operating funds under this RFP need to receive a capital funding award from New York State? Meaning do they need to receive capital funds from HHAP or HCR or can they be projects funded only by HPD/HDC?

A: ESSHI is intended to provide services and operating funding linked to projects to be developed utilizing capital funding secured through HCR, OTDA, or other available private, federal and/or local sources.

3. On page 5 in the Introduction section of the RFP, it indicates that it “is anticipated that a second RFP opportunity will be released as early as Spring or Summer 2016 for the balance of the fiscal year’s uncommitted funds.” Since it is already Spring/Summer, are there still plans for a second RFP for this fiscal year or does OMH anticipate awarding all 1,200 units for the 2016-17 in this one RFP?

A: It will be determined whether or not a subsequent ESSHI RFP opportunity will be issued after awards are made through this RFP opportunity.

4. In Section 1.5 on page 10 of the RFP, it says that “applications planning to seek capital funding from HCR should request rental subsidies under this RFP in an amount necessary to support underwritten rents of 50% AMI.” Is supporting underwritten rents of 50% AMI the minimum requirement, the maximum requirement or does it have to be exactly 50% AMI?

A: Underwritten rents at 50% AMI rents is the minimum requirement for HCR capital but not necessarily the standard for other capital funding sources.

5. If a project receives Section 8 Project Based Vouchers for the supportive housing units funded under this RFP, how much will the \$25,000 per unit maximum annual funding be reduced by?

A: The amount of the ESSHI request per unit should reflect the amount necessary to meet the services and operating needs of the project. Applicants are encouraged to leverage requested ESSHI subsidies to the extent possible with other operating revenue sources. The budget should justify the cost of service and operating needed to effectively address the needs of the population to be served.

6. As it is hard to know exactly how many units a project will be until a site is secured, can the proposed number of supportive housing units change once a conditional award has been made? For example, if an application is submitted for 60 units and a conditional award is made and when a site is found it turns out to only accommodate 50 units, can the project proceed with 50 units or does the applicant need to reapply in the next RFP? And if it is the reverse – an application is for 50 units and the site ends up accommodating 60 units?

A: The budget will be adjusted proportionately as per the per unit cost of the project, contingent upon funding availability.

7. Can funds be used to cover operating expenses for the project?

A: Yes.

8. Should the submitted budget be for support services only or include the full cost to operate the project?

A: The budget should reflect the overall operating costs of the housing units in the project to be occupied by ESSHI funded populations, including the amount of other funding. Reflect other funding in the column titled "Other Funding" on the Appendix B-1 budget form.

9. Does the \$25,000/unit maximum only cover services for the target population? If we have mixed populations in our project, can the funds cover non-target population that meet the AMI requirement?

A: ESSHI funds are to be used for services and operating expenses to the eligible target population(s) attributable to the supportive housing units.

10. The RFP budget has a column for matching funds, but matching funds are not mentioned in the RFP. Should be column be "0"?

A: Matching funds are not required under the current RFP. Therefore, no dollar amount should be inserted in the matching funds column in the budget.

11. Is 50% AMI rents the minimum, the maximum or does it have to be exactly 50% AMI?

A: Underwritten rents at 50% AMI rents is the minimum requirement for HCR capital but not necessarily the standard for other capital funding sources.

12. What constitutes evidence of a Capital award?

A: An award letter or evidence of a decision by a granting agency Board (e.g. HHAC, HTFC, HFA).

13. We already have a Supportive Housing program and would like to expand our number of units and services. However, our clients currently enrolled in the program are placed in apartments which are not owned or operated by our agency. Must this grant be used in ADDITION to a capital project? May we apply for this grant only without applying separately for a capital grant?

A: ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

14. The ESSHI RFP indicates that applicants can apply for capital from HFA and HCR. However, the HFA/HCR RFP indicates that capital program funds (including the Supportive Housing Opportunity Program) are for highly ready projects (meaning, among other requirements those with service funding in place). AT the same time the ESSHI RFP indicates that funding may be recaptured if capital is not secured within 6 months. These requirements seem contradictory. Please clarify.

A: The HCR SHOP program was amended on June 23rd to include an additional \$150 million in funding. The "highly ready" project requirement has been eliminated. A services and operating award or funded plan must be in place to be eligible for SHOP funding.

15. Can this funding be used to supplement other forms of NYS funding for similar population such as OPWDD-sponsored housing funded by HCR credits?

A: No.

16. If there are two clients in one unit, can up to \$50k for that unit be requested, i.e., in a two bedroom unit, can we ask for 2x maximum grant per "unit"?

A: Funding should be requested based on the number of eligible individuals of the target population to be served in the supportive housing units.

17. An agency received funding for over 10 years until 12/15 to provide supportive housing services to residents of whom 65% were homeless, single men with disabilities with an average income of \$800 per month. Some of these residents are severely rent burdened because they pay over 50% of their incomes on housing. The provider is unable to charge rent over \$550/month or less because it would create a severe financial constraint which will undermine operating capacity. Would you consider an application for funds to provide supportive services or as rent subsidies to reduce burden on our residents as eligible activities?

A: No.

18. The RFP states that "It is anticipated that a second RFP opportunity will be released as early as Spring or Summer 2016 for the balance of this fiscal year's uncommitted funds." Does this mean that the 2nd RFP will be issued this Summer 2016 or in the Spring/Summer of 2017?

A: It will be determined whether or not a subsequent ESSHI RFP opportunity will be issued after awards are made through this RFP opportunity.

19. What is the total amount of funding available for the 1st year for the 1,200? Will there be the same amount of funding available in each of the subsequent 4 years (i.e. will each year be soliciting proposals to create 1,200 units each year)?

A: Yes, it is the intent that funding will be available to support 1,200 new units of supportive housing for this year and each of the subsequent 4 years.

20. On page 8 of the RFP, at the top it says, "Funding...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." If an existing transitional housing facility has lost its HUD operating funding and is interested in converting the facility to supported housing (not supplanting but competing needed funding to do so), would that be an eligible project?

A: No, ESSHI may not be used to replace operating costs for transitional projects that have lost their HUD funding.

21. Is this funding a grant based on the number of units, or is it reimbursable?

A: The funding is a grant and the request must be expressed in terms of the number of units to be supported up to a maximum of \$25,000 per unit.

22. It is understood that the award will have 5 year contract terms. Will those terms be renewable (dependent on state funding, etc.)? HCR Capital projects have regulatory terms for 30 years. When applicants submit their Operating budgets for HCR funding, they have to show 15 years of income and operating budget. If applicants only factor in 5 year rental subsidy thru an ESSHI award, then they will more than likely have an operating budget shortfall in the subsequent years.

A: Subject to the availability of State funding, once awarded, ESSHI funding is anticipated to continue for renewable five-year terms for eligible projects.

23. Section 1: Introduction and 1.3: Eligible Applicants – the RFP clearly anticipates that the capital funding to construct the housing will be coming from a governmental agency, however, if the applicant were intending to utilize the funding provided under this RFP in conjunction with a building that would be privately (conventional mortgage) financed, would that be considered eligible?

A: ESSHI is intended to provide services and operating funding linked to projects to be developed utilizing capital funding secured through HCR, OTDA, or other available private, federal and/or local sources.

24. Will OMH PDG funding be available for beds with SMI?

A: Yes.

25. Projects are being modeled based on the provision of services similar to the SP-SRO model and it is being assumed that there will be no OMH SP-SRO funding and that the budget will be based on the “up to” \$25,000 per unit defined in the RFP. However, there are some thoughts that both the SP-SRO funding from OMH and the additional “up to” \$25,000 per unit funding will be made available. Please confirm or refute.

A: No, For the purposes of this EESSHI RFP the “up to” \$25,000 per unit will be made available.

26. Is there a minimum number of units per agency to be funded?

A: No.

27. What is the funding model for this grant? Are disbursements made monthly, quarterly, semi-annually, annually? Is vouchering required?

A: ESSHI is a grant program. Disbursements will be established by the contracting State Agency.

28. The Homeless Housing & Assistance Program (HHAP) RFP states that, “Applicants are strongly encouraged to seek other funds for furniture, startup costs and reserves, as HHAP funds for these purposes are limited.” Is it safe to assume furniture is an ineligible expense? If so, is there a recommendation for securing funding for this cost?

A: Operating expenses would include “rent” in the form of rental subsidies for tenants. Furniture is considered an operating cost by some agencies (OMH, AIDS Institute), though funding for furniture and equipment may also be available through capital sources. Page 14 of the Homeless Housing and Assistance Program (HHAP) RFP states that furniture and start-up costs are eligible.

29. Is there a rate per region?

A: No.

30. What is included in “other occupancy costs” – would housing stipends, security deposits, etc. be acceptable?

A: Other occupancy costs include customary “real estate maintenance and operating expenses attributable to the supportive housing units.” Assuming that housing stipends is a rental subsidy, and that security deposits would be for the supportive housing units, those expenses would be eligible.

31. Re: the sustainability of the program. The current OMH Supportive Housing model is sustainable. If it is required to purchase “bricks and mortar”, now is that sustainable as the funding for this RFP is limited to the next five years.

A: Subject to the availability of State funding, once awarded, ESSHI funding is anticipated to continue for renewable five-year terms for eligible projects.

32. On page 10, under 1.5/Eligible Costs, first bullet, it states that “Funding requested for rental subsidies and other operating costs must be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units.” While it can be understood how the rental subsidy would go, it is less clear on the maintenance and other operating costs. Since we are not doing the capital side, wouldn’t that be a cost that would normally fall to the owner of the housing units? In other words, we are partnering with a housing developer who will retain ownership of the project.

A: The budget presented should reflect the entire operating costs of the project. It is not expected that ESSHI be the only revenue source covering the expenses of the project. The ESSHI request should represent the portion of the project budget (services and/or operating expenses) that is not met by other revenue sources such as tenant rents or other subsidies.

33. Would letters of services from other agencies with cost amount listed for each service be acceptable leveraging requirements? And adequately respond to “the availability of and access to various support services such as...”?

A: While there is no requirement for leveraging, applicants are asked to “describe the extent viable sources of leverage funding are available to provide operating and support services costs, include the amount, status of such funding, and level of commitment”. Leveraging refers to the securing of other sources of services and operating funding that would be components of the project budget. Letters of services to be made available to the target population through other services agencies (sometimes called “linkage agreements”) would not be considered leveraging, but may be acceptable in terms of demonstrating “how the proposal would meet the identified needs of the target population(s) and the intended impact” in the narrative as indicated in Section 3.2.2 of the RFP.

34. The purchase of a home would create a mortgage. The mortgage would represent “rent”. Would that be covered under operating funds?

A: This may be a possibility; however more detail about the project is needed to adequately answer this question. However, note that ESSHI 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.

35. Do operating funds include rent, utilities, furniture, supplies, electrical, plumbing, exterminating, landscaping, insurance, etc.?

A. Operating expenses would include “rent” in the form of rental subsidies for tenants. Furniture is considered an operating cost by some agencies (OMH, AIDS Institute), though funding for furniture and equipment may also be available through capital sources. Supplies, exterminating and insurance are all considered operating costs. Routine repair and maintenance costs are eligible operating costs which may include electrical and plumbing repairs and grounds keeping. However, electrical, plumbing, and landscaping are typically associated with construction or rehabilitation expenses which are not eligible under ESSHI.

36. Where can we find the actual costs of providing services to high-cost Medicaid population to determine savings?

A: It would not be the expectation for the provider of services to determine the savings for the high-cost Medicaid population. Applicants can locate the definition of MRT Eligible Individuals in the glossary section of the RFP.

37. Is this correct – apply for operation and service funds; wait for award, then apply for Capital grant for construction or purchase award? Or does the applicant need to have application for Capital in progress?

A: The applicant does not need to have an application for capital in progress in order to apply for this ESSHI funding opportunity.

38. On page 9, it states “Service and Operating funds are linked to integrated apartment buildings that are developed with capital funding sources...” Does that mean NO other units can be used? If we can’t develop apartment buildings due to lack of land in the County but can either rent apartments or build multiple units, we can’t be eligible for capital funds? Is the goal apartment buildings? Purchase or build?

A: ESSHI funding must be linked to a housing development project that will create new housing units through new construction or the adaptive reuse of non-residential space, or the repurposing of vacant residential units.

39. Are basic needs (clothing, personal care items, food) eligible costs for a one-time expenditure when moving tenants in?

A: Eligible costs are identified in Section 1.5 of the RFP.

40. In regard to Readiness – the agency has had filing and other issues with comptroller who has been fired. The issues have caused a few years of negative fiscal reports (line of credit was used without permission and now it is being paid back). The issues have been corrected, but we are living in the shadow of that event. How do we demonstrate fiscal viability with the poor fiscal report from the year or two before?

A: Refer to the Vendor Responsibility Requirements under Section 2.8 of the RFP.

41. Page 7, under “Capital Funding Available from OTDA”, which reads, “Note that projects that have received and HHAP award reservation but have not closed on financing, are eligible to apply under this Services and Operating RFP.” – We have a project currently under construction that is funded in part with HHAP capital. The project closed on construction financing in October 2015. The project includes both emergency housing (beds) and permanent supportive housing units (apartments), 100% of which are targeted to domestic violence survivors. The project will complete construction in September 2016. It is anticipated that all of the supportive housing units will be occupied by end of December 2016.

All of the emergency housing beds have received committed funding from the County to support operations/services. This project has 10 permanent supportive housing units; 8 of which have project-based Section 8. None of the 10 permanent supportive housing units have received dedicated funding from any source to support the provision of services. Is a request for operating subsidy on two permanent supportive housing units and services support for all 10 permanent supportive housing units, an eligible request under this RFP?

A: Yes. Section 1.1 of the RFP indicates that projects “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.”

42. Agency has a project currently under construction that is funded with MRT capital, HFA bonds and CIF. This project has received OMH operating/services support for some, but not all of its supportive housing units. Is a request for operating/services subsidy on the units which are not already receiving OMH support an eligible request under this RFP?

A: Yes. Section 1.1 of the RFP indicates that projects “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.”

43. Re: Eligible Costs – “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 50% AMI (noting that tenants will have significantly lower incomes)”. Are bidders able to request rental subsidies in an amount above 50% AMI rents? If so, is there a limit to the amount of rental subsidy per unit that can be requested?

A: Underwritten rents at 50% AMI is the minimum amount for HCR capital funding. Rents should not exceed the HUD Fair Market Rate for the area: The maximum amount of funding that may be requested per unit is \$25,000.

44. Are the following items allowable costs: start-up supplies for the apartments such as bedding, towels, dishes, etc.; furniture for the apartments and office space; client needs materials such as clothes voucher, food purchases until food stamps are active, other needs til PA is active; and, computer for office use?

A: The expenses described for services on behalf of the population served would be eligible per Section 1.5 of the RFP, which includes “other like services defined by the applicant and approved by the Contracting State Agency.” Furniture and equipment (including computers) is considered an operating cost by some agencies (OMH, AIDS Institute), though funding for furniture and equipment may also be available through capital sources.

45. How much of the \$25,000 per “unit” may be applied to rent subsidies?

A: Rents should not exceed the HUD Fair Market Rate for the area: The maximum amount of funding that may be requested per unit is \$25,000.

46. In this 9% LIHTC project some units are to be targeted to populations in need of supportive housing but these units do not have project based funding for support services. Would these units in this project be eligible?

A: All applicants are encouraged to submit an application as instructed, based on eligibility, by 07/18/16.

47. Are the following considered eligible costs (section 1.5 “eligible costs” on page 10 : 1) stipends for partner agencies to provide on-site support services; 2) emergency financial support for clients residing in apartment; and 3) financial support for clients residing in apartments to obtain education/employment goals.

A: Depending on the population to be served these may or may not be eligible costs.

48. Will the \$25,000 per unit operating subsidy be available to use for all affordable (under 60% AMI) units, not just those designated as a supportive housing unit? The calculation of total subsidy would still be done based on the number of supportive housing units, but would be able to be used to support the project as a whole. ‘

For example: 60 unit project – 30 are supportive, 30 are straight low-income with no services.

\$25,000 x 30 units = \$750,000

The \$750,000 could be used for operating costs of entire project

A: ESSHI funds are to be used for services and operating expenses to the eligible target population(s) attributable to the supportive housing units.

49. The RFP references a 2nd RFP in Spring or Summer 2016. What is the anticipated release of this RFP?

A: It will be determined whether or not a subsequent ESSHI RFP opportunity will be issued after awards are made through this RFP opportunity.

50. Can some of the Services and Operating Funds be used to support bond debt service?

A: Bond debt service does not apply to this RFP initiative.

51. Is there a limit on OMH pre-development funding per project? Can it be used for acquisition and related costs, borings, environmental studies, A/E costs, consultants?

A: If the applicant is eligible to receive this funding, OMH will work with the applicant to determine the level of need. Acquisition and related costs, borings, environmental studies, A/E costs, and consultant fees may be appropriate costs for these pre-development funds.

52. Section 1.5 – Eligible Costs: Under Rental Subsidies and other occupancy costs “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 50% AMI”. Please confirm that the rental subsidy for the unit to be funded under the RFP should be based on the maximum rent allowed at 50% AMI.

A: Underwritten rents at 50% AMI rents is the minimum requirement for HCR capital but not necessarily the standard for other capital funding sources.

53. The NYSHCR RFP indicates that priority will be given to projects that contain more than 50% supportive housing units. This conflicts with what we have been told by OMH which is that projects can have no more than 50% supportive housing units. Can you please clarify what OMH will allow regarding the mix?

Here is an excerpt from the HCR RFP (under the Supported Housing Opportunity Program funding guidelines):

Priorities – Economic Development Projects, Integrated Supportive Housing Projects, Community Renewal and Revitalization Projects, Housing Opportunity Projects, Workforce Opportunity Projects and Disaster Relief Projects, and projects that contain more than 50% supportive housing units.

A: OMH discourages more than 50% of supportive housing units in a project, however every project will be evaluated on an individual basis as to integration within the community.

54. Please clarify what qualifies as “leverage funding” and “matching funds” and what is the distinction between the two. Can funds received from Medicaid be considered as matching funds? If we decide to allocate a portion of the agency’s non-Medicaid earned income toward the proposed project, can this be considered as matching funds? Our agency provides a continuum of health care, social services, and supportive housing services – can the existing funding (or a portion of the existing funding) for these programs be considered as matching funds if the services are extended to the housing clients that are covered under this RFP?

A: Matching funds are not required under the current RFP. The budget should reflect the overall operating costs of the project, including the amount of other funding. Reflect other funding in the column titled “Other Funding” on the Appendix B-1 budget form. Therefore, no dollar amount should be inserted in the matching funds column in the budget.

55. If we fund the capital from a source that needs to be repaid – are both principle and interest on the loan reimbursable as part of operating costs?

A: Yes.

56. On page 9 of the RFP it says: “Service and Operating funds are linked to integrated apartment buildings that are developed with capital funding sources that will be made available through separate Capital Initiatives and other capital funding mechanisms”.

a. An application will be submitted to HHAP to purchase and substantially renovate several scattered-site two-family homes to make them into permanent supportive housing for homeless veterans with families. (The homes are currently vacant and stripped down to the studs so we will rebuild them to our precise specifications.) These are not apartment buildings and both families living in each two-family home will be homeless at intake. Is this type of project eligible for Service and Operating funds if it complies with all other eligibility guidelines?

A: Yes.

b. There is also the opportunity to purchase two additional unoccupied two-family homes that were originally created with HHAP funding over 2 decades ago. The HHAP contracts have expired. These homes will need some repairs and renovations, the extent of which has not yet been determined. These two-family homes will also be used as permanent supportive housing for homeless veterans with families. Is this type project eligible for Service and Operating funds if it complies with all other eligibility guidelines? If so, is there a minimum amount of renovation per unit that is required in order to qualify as an eligible project?

A: Yes this type of project is eligible. There is no minimum amount of renovation per unit that is required.

57. Introduction – The RFP states that there is a 6-month limit on obtaining capital funding. Is there a time limit on completion of capital projects (as opposed to securing capital funding)?

A: No. This RFP does not require the completion of the project within a certain time frame however, the capital award may have completion requirements.

58. Section 1.5 Eligible Costs: can rental subsidies from this program be combined with rental subsidies from other sources (e.g. Section 8, HOPWA funds) to equal FMR for apartment?

A: Yes, applicants are encouraged to leverage requested ESSHI subsidies to the extent possible with other operating revenue sources.

59. Can funds be used to furnish apartments?

A: Furniture is considered an operating cost by some agencies (OMH, AIDS Institute), though funding for furniture and equipment may also be available through capital sources.

60. Section 3.2.3 directs applicants to “describe the extent viable sources of leverage funding are available to provide operating and support services costs, include the amount, status of each funding, and level of commitment.” Are there specific leverage targets, expressed as a percentage of budget? What documentation of leverage commitment is required?

A: No, there are not specific leverage targets. No documentation of leverage commitment of other operating revenue sources is required. The expectation is that the applicant demonstrates either way if they have leveraged resources.

61. Page 10, Section 1.5/Eligible Costs – Rental subsidies and other occupancy costs. Funding requested for rental subsidies and other operating costs must be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units. 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 50% AMI (nothing that tenants will have significantly lower incomes) – During the webinar, it was stated that we could charge and receive rents above 50% AMI. However, the financing for the Supportive Housing Opportunity Program RFP on page 24 and the above states that we should underwrite rents at an amount affordable to 50% AMI. It is assumed that the latter statement as the SHOP capital funding limits to rents based on 50% AMI. Is this correct? What can we ask for rental subsidy funded by the service and operating grant?

A: Underwritten rents at 50% AMI rents is the minimum requirement for HCR capital but not necessarily the standard for other capital funding sources. Rental subsidy should be no more than the FMR for the geographic area in which units will be developed.

62. If there is a 9% LIHTC project that is slated for completion by fall of 2016. Would this project be eligible for this supportive housing funding?

A: All applicants are encouraged to submit an application as instructed, based on eligibility, by 7/18.

Questions Related to Budgets

1. As it is hard to know exactly how many units a project will be until a site is secured, can the proposed number of supportive housing units change once a conditional award has been made? For example, if an application is submitted for 60 units and a conditional award is made and when a site is found it turns out to only accommodate 50 units, can the project proceed with 50 units or does the applicant need to reapply in the next RFP? And if it is the reverse – an application is for 50 units and the site ends up accommodating 60 units?

A: The budget will be adjusted proportionately as per the per unit cost of the project, contingent upon funding availability.

2. The RFP, page 27, lists documents to be submitted for a complete proposal – listed is “New York State Master Contract Expenditure Budget (Attachment B1)”. On the OMH RFP website, in addition to Attachment B1, there is also a link to Attachment B (the master contract). Would you like us to submit both Attachment B and B1 in our application, or only Attachment B1?

A: The RFP stipulates that the Budget (B1) form must be included. The link to the Master Contract on the OMH website is informational and is not required for submission.

3. Attachment B-1. What should we put as the start date and end date of the contract period?

A: TBD

4. Page 31 of the RFP states: “On the summary page of Attachment B-1, under the other funds category, please indicate the annualized amount of funds from the tenants’ 30% share.”

Please clarify. Does this mean that we should break down the expense category of “Rent” into “Rental Subsidy” and “Rent from Tenant’s 30% Share”?

A: Yes. The applicant should distinguish between the rental subsidy requested from RFP funds and the tenant’s 30% share in the budget narrative.

5. What other category of funds can go under the “Other Funds” column, aside from the tenants’ 30% share? What is the difference between “Match Funds” and “Other Funds”?

A: Other funds includes any other funding that the applicant will have that will support the services and operating of the supportive housing units in the proposed project.

6. If awarded 20 beds, but can only build/buy for 15, will funding be adjusted or would the entire award be pulled?

A: The budget will be adjusted proportionately as per the per unit cost of the project, contingent upon funding availability.

7. If awarded 20 beds, but only able to buy/build two sites of 10 each, would that be allowable?

A: Yes.

8. Is there a start-up budget?

A: The budget should reflect the overall operating costs of the proposed project. Start-up costs consistent with costs identified in Section 1.5 eligible costs would be eligible.

9. Section 1.2 of the RFP states “The contracts awarded in response to this RFP will be for five years,” but Attachment B-1, the Expenditure Based Budget, is a one-year budget. Do we need to submit a one-year budget or a five-year budget?

A: The budget presented should reflect annual services and operating costs for one year.

Questions Related to the Continuum of Care

1. Where do applicants find Attachment “C”...or is this an attachment that applicants must create and include?

A: Attachment C is on the OMH website and can be found here:

<http://www.omh.ny.gov/omhweb/rfp/2016/es-support-housing/>

2. We are a not-for-profit organization that serves the eligible target population. Where can we find the most recent HUD Continuum of Care (CoC) report for New York City? Can you please provide the contact information for the person(s) we can reach out to obtain support for our project and a letter of support from the CoC or local planning entity?

A: The NYC Coalition on Continuum of Care website is:

<http://www.nychomeless.com/html/home.html>. Contact information is available on the site.

3. Throughout the RFP, it is mentioned that we must include relevant CoC data (e.g., “citing documented need for housing and services for that specific population(s) within the local community as cited by the local CoC or local planning entity” on page 8 and “Does the proposal utilize the most recent data to identify eligible target population and the unmet needs of this population (Relevant data includes CoC, local planning or other local, state and federal reports/data)?” on page 23, however, the New York City Continuum of Care has only made

CITYWIDE data available and not borough or community level data: Is it sufficient to use this data as a means of showing the identified need in the area we are proposing? If not – how can we best address this issue given we do not have the appropriate data from our CoC?

A: Yes, Citywide CoC data is sufficient. Refer to Section 3.2.1 of the RFP for further information.

4. Re: Eligibility – On page 4 of the RFP, it states: “Each applicant will be required to demonstrate that their proposal is consistent with their most recent HUD Continuum of Care (CoC) reports or other data and have the support of their local Continuum or local planning entity”. Page 29 also has several requirements need from CoC/local planning entities. Is it required for an agency to be part of a CoC to be eligible to apply under this RFP?

A: No.

5. Support Letter from the local HUD Continuum of Care: Pages 29-30 (Section 3.2.1) of the RFP asks applicants to demonstrate support from their local Continuum of Care and to provide responses to questions in Attachment C.

a. Is there a standard process and/or procedure by which applicants should request support letters from their local CoC? If applicants are unable to obtain support letters to submit with their proposals by the deadline, will letters be accepted after the proposal due date? Please clarify.

A: While a standard process for obtaining support letters may be established by local CoC's, NYS has not established such a process. No supplementary data/letter may be submitted beyond the application due date.

b. Is there a specific form or format that the CoC support letter should follow? Are there specific content areas that the letter should address? Please clarify.

A: No specific format has been established. Ideally, the letter should confirm that there is a homeless need/gap that the proposed project will address within the community.

c. In Attachment C, question 5 requires that applicants attach the HUD CoC Homeless Assistance Programs Housing Inventory chart for our area, focusing on permanent housing beds in our area: Is it permissible to attach only the summary page of this chart/report, or should we also attach the section of the report related to permanent housing for our targeted population (which would be 16 pages)? Please clarify.

A: The Housing Inventory Chart should be attached as required by the RFP.

6. What is the role of the C of C?

A: The role of the CofC in the ESSHI application process is to provide the applicant with relevant data to demonstrate the need for the proposed project; it is the intention of this RFP that applicants receive the support of their CoC for new supported units. Such units are expected to fill a demonstrated gap in the local homeless system. The CoC would provide data to highlight such gaps. The role of the CoC is to provide need/gap data, not to prioritize the need or projects.

7. Where can applicants get information on need data if the C of C does not have the data and/or letters of support if the C of C will not provide it?

A: CoC data may be supplemented by other available data relevant to the target population, including but not limited to, the local SPOA, homeless shelter/ emergency housing utilization, public assistance statistics, domestic violence referrals and shelter stays, foster care data, psychiatric center data, nursing home statistics, Department of Health data, and other relevant sources.

8. What are some examples of a local planning entity as discussed in this RFP?

A: Local planning entities may include, but are not limited to: consortiums of housing agencies; Departments of Social Services; county or city departments of planning, housing and/or community development; Approved Domestic Violence Service Providers; County Re-entry Task Forces; nursing homes; Performing Provider Systems.

Questions related to Appropriate Types of Housing Development

1. As stated in the RFP, one objective is to link capital projects with service and operating funding. If an organization decided to pursue scattered site apartments and uses capital funding would that be considered unfavorable or have an adverse effect on a successful application?

A: The use of scattered site apartments, defined as the use of existing rental properties, is not eligible for ESSHI funding. ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

2. Can you submit a request to have some units in Hudson Valley and some units in the Bronx using a scattered-site model?

A: The use of scattered site apartments, defined as the use of existing rental properties, is not eligible for ESSHI funding. ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

3. Can we propose scattered site housing, or must the project include construction/development of new units?

A: The use of scattered site apartments, defined as the use of existing rental properties, is not eligible for ESSHI funding. ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

4. Can we acquire scattered site housing (e.g. homes that are bought and re-purposed for supportive housing), without necessarily doing any capital construction – and still be eligible to pursue these funds?

A: Yes.

5. What if your capital development IS scattered site as in “in fill” housing?

A: The use of scattered site apartments, as defined as the use of existing rental properties, is not eligible for ESSHI funding. ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. The new construction of units on multiple sites, such as infill housing, is an acceptable capital development approach.

6. Since the funding is intended to support congregate settings only, does that mean the service model should also follow more closely to congregate housing (e.g. features like 24/7 supervision) vs. more of a classic supportive housing model that tends to have more off-site and community-based support for clients/tenants?

A: The RFP does not specify a model. However, the provision of supportive services should be appropriate to adequately meet the needs of the target population.

7. If our proposed project includes 2 side-by-side town homes and a 3rd town home on the same block, would the 3rd property not be included or acceptable under this RFP?

A: All 3 town houses would qualify presuming the project will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant residential units. The 3rd property would be acceptable.

8. Is it allowable to propose to place a congregate supportive housing program into an existing building that is not being utilized at this time under this RFP?

A: Yes, assuming the project will satisfy all the eligibility requirements described in the RFP including securing of the Capital funds, regardless of the source of the capital funds, within 6 months of conditional award announcements. 9. The RFP references "Integrated Settings." Understanding that the State may view this differently for different geographies - urban vs. rural, etc. – what is the maximum percentage of units in a building in New York City that can be supportive units? Under this RFP, can a building in New York City be 100% supportive units if that is the priority of the applicant? If not, can a building be 75% supportive units?

A: The maximum percentage of supportive units in a building in NYC is 60%.

10. Can you apply for a group setting program?

A: Congregate care level two funded programs are not eligible.

11. Does OMH/NYS assume that 50% of the housing units will be developed as affordable units via LIHTC? I.e., a 60 unit apartment building will have 30 units from an ESSHI population and 30 units affordable.

A: Proposals must support units that will be in an integrated setting. The project described where 50% of the housing units would serve an ESSHI population and 50% of the units would be affordable housing funded through LIHTC would be a typical, eligible scenario, but the exact percentage of 50% is not a requirement..

12. What is the minimum sq. footage required for 1 individual in a single unit; for 1 individual in a 2 bedroom unit; and, required for a family?

A: The ESSHI RFP does not establish minimum square footage. Unit sizes must conform to any requirements the State Contracting Agency may have regarding the population to be served and those of the applicable capital funding sources.

13. Are mobile homes acceptable?

A: No.

14. Is scattered site acceptable? If not, what is suggested?

A: The use of scattered site apartments, as defined as the use of existing rental properties, is not eligible for ESSHI funding. ESSHI funding must be linked to a housing development project that will create new supportive housing units through new construction, the adaptive reuse of non-residential space, or the repurposing of vacant

residential units. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

15. A property for sale has multiple dwellings on it (legally), can that be a proposed purchase and renovations to the Capital grant? Could that site be acceptable to one site where the use is mixed between family, youth, formally incarcerated and single homeless individuals with mental illness and substance abuse?

A: This RFP does not provide capital grants, however mixed populations are acceptable under this ESSHI funding opportunity.

16. The term congregate care was used during the webinar, is that the direction of the proposal? Please clarify. Does that mean that there are no single or family units?

A: The RFP does not reference congregate care. The RFP states that “Service and Operating funds are linked to integrated apartment buildings that are developed with capital funding sources that will be made available through separate Capital Initiatives and other capital funding mechanisms.” Units that accommodate single individuals and units that accommodate families are both eligible.

17. If scattered sites is allowed, is rent, security and furniture and housing supplies and eligible Cost?

A: The use of scattered site apartments, defined as the use of existing rental properties, is not eligible for ESSHI funding.

18. Is it possible to locate this new supportive housing on a government property/campus?

A: The housing projects are to be integrated in the community. Each proposal will be evaluated on an individual project basis to ensure it meets the integration requirements for the RFP/population; not necessarily eliminating the project location from use of government property/campus.

19. The RFP on page 6 states that the funding is for permanent supportive housing. Please confirm that S&O funding cannot be requested for transitional supportive housing.

A: Only permanent supportive housing is eligible.

20. Scattered Site Projects – if a scattered site project is funded by one capital grant (considered as one project by the capital funder), will the RFP allow an application to fund the supportive housing units throughout the project?

A: Yes.

21. Per the HCR SHOP RFP, there is priority for projects that contain more than 50% supportive units, however, our understanding is that OMH would like our mixed use projects to contain no more than 50% special needs. Can you clarify? Will we be able to have projects with more than 50% supportive units?

A: OMH discourages more than 50% of supportive housing units in a project, however every project will be evaluated on an individual basis as to integration within the community. There is a priority in the HCR SHOP RFP of more than 50% of supportive units; however the HCR SHOP maximum amount of supportive units is 60%.

22. Rather than seeking Capital to create one large building, I am looking at the possibility of obtaining/renovating 2 to 3 smaller buildings. Currently, our rural area has many vacant buildings in need of renovations and the thought is that it could fill the specific needs of our county best if individuals were integrated throughout rather than in one specific building. If 10

beds are requested, is it expected that having 2-3 smaller buildings would still be supported by this RFP?

A: ESSHI funding must be linked to a housing development project that will create new housing units through new construction or the adaptive reuse of non-residential space. A development project is permitted to occur on multiple properties, for example construction of infill homes on multiple sites throughout a neighborhood.

23. Are these Supportive Housing options intended to be turn-key? Is the expectation that individual move into the apartments and if they choose, remain there permanently or should they only be staying as long as they need the Supportive Housing services and then aided in finding another apartment of their choosing? Specific to the statement in the RFP... "While this initiative focuses on permanent supportive housing, the length of stay should be driven by the head of household and family members' needs, wellbeing, and development of strengths necessary for successful economic self-sufficiency and full independent living..."

A: ESSHI funds are not intended to fund turn-key units. While this initiative focuses on permanent supportive housing, the length of stay should be driven by the head of household and family members' needs, wellbeing, 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).

25. Is a property with multiple dwellings on it allowable? For example, a 3 acre property has 10 single family homes on it.

A: Yes

26. If more than one property is being considered, does a proposal for each physical site need to be submitted?

A: No.

27. If this is congregate care, is there licensing and 24-hour staffing needed?

A: ESSHI funding is not for Congregate Care Level 2 funded programs.

28. For frail and disabled seniors, would it be an Assisted Living model?

A: No.

29. Section 1.3 states "Service and Operating funds are linked to integrated apartment buildings that are developed with capital funding sources..." Would contiguous buildings in a city block, under common management and rehabilitated to serve supportive housing consumers, qualify for these funds?

A: Yes.

30. Would scattered site apartments, under common management and receiving integrated services, qualify?

A: No.

31. Are transitional housing beds eligible to be funded under this initiative?

A: No.

32. Should projects contain a mix of supportive and low-income housing, or should they be 100% supportive housing?

A: Projects must provide integrated housing. . Each proposal will be evaluated on an individual project basis to ensure it meets the integration requirements for the RFP/population

33. Applicant is proposing a housing development project located in Dunkirk, NY. The project includes the rehabilitation and new construction of both single family homes and multi-unit family housing along the main fairway into the city. APPLICANT provides rehabilitative and supportive services to persons with mental illness and other disabilities. As part of the project's unit mix, Applicant is proposing the construction of 8+ units of new housing for individuals who classify as SMI/MRT, applicant would be the support service provider for these units. Now to the meat of my question...At this point in the development, we have planned for the units to be scattered throughout our project's target area (along the main fairway aka: NYS route 60). Meaning that the units are proposed be located in different structures & on different Section, Block and Lot Numbers. - If we keep this concept will our project become ineligible?

If so, would OMH approve this...

One of the lots we currently hold an option agreement on, is large enough to build two (2) - one - bedroom - 4 unit mult-family complex = 8 New units. All of the newly constructed units could be located on the same SBL. Applicant would provide case management/supportive services both on site in the units and via our corporate office which is located a few block ways from the target area: - If we utilized this strategy would our project be eligible for funding? Applicant will submit an application for 9% tax credits to HCR this October 2016, for capital investment funding.

A: All applicants are encouraged to submit an application as instructed, based on eligibility, by 07/18/16.

34. The RFP has no reference to Fair Housing Laws. HCR funded projects have Affirmative Marketing Plans. Will there be any review/consideration by legal to ensure that Services provided to tenants will not conflict with fair housing laws?

- **A: Projects must comply with Fair Housing laws. Affirmative Marketing Plans will be reviewed by HCR's Office of Fair Housing and Equal Opportunity prior to closing on the capital resources Add something like mwbe about 'at the point of contract'**

Questions Related to Development Partners and Master Leases

1. In Section 1.3 on page 9 of the RFP it says that "eligible applicants partnering with housing developers must identify and provide documentation of any involved development partner or joint venture." What kind of documentation is OMH looking for? If an eligible applicant is interested in master leasing units from a housing developer, is it sufficient to provide a letter of interest from the developer?

A: If you have partnered with a housing developer, the New York State interagency workgroup is, minimally, looking for a detailed description of the developer entity and a basic outline or draft agreement between the applicant and developer outlining the roles and responsibilities. If the eligible applicant has not identified a housing developer partner, the applicant should describe the proposed agreement between the applicant and developer. If an eligible applicant is interested in master leasing units from a housing developer, the applicant should be aware that a restricted regulatory agreement for the proposed population to be served will be required. NYS reserves the right to require additional detail or documentation at any time.

2. Please clarify comments on pages 6 and 31 regarding working with a housing developer. Is it permissible for the applicant to never intend to work the capital project or own the site, but merely to partner with the developer/owner on serving a number of units set aside for our use and covered by a Memorandum of Understanding?

A: Eligible applicants do not necessarily need to develop or own the housing project containing the supportive housing units. Partnerships between services providers and housing developers which serve as long-term commitments to provide supportive housing are permissible.

3. May a service provider receiving an award under this RFP decide to work with a for-profit development partner after the award of Services and Operating funds?

A: Yes.

4. Master Lease – are the service agencies expected to sign a master lease for the supportive housing units that are part of a larger affordable housing project?

A: If an eligible applicant is interested in master leasing units from a housing developer, the applicant should be aware that a restricted regulatory agreement for the proposed population to be served will be required.

Miscellaneous Questions

1. Are referrals made by the State funding agency or does the program provider seek program participants?

A: Referral sources depend upon the population served and local practices within the homeless delivery system. Referrals may be made by the State contracting agency (e.g. State Psychiatric Centers), but this will not necessarily be true for many populations.

2. Re: six month time frame for securing Capital funding (page 6) – How much flexibility is there regarding the six month requirement for the project to be operational after receiving the grant award?

A: The six-month time frame described in Section 1 of the RFP refers to securing the capital financing necessary to develop the project. There is no expectation or requirement that the project be operational within six months of the conditional ESSHI award notification.

3. Where will the questions raised be posted on the OMH website?

A: Q and A's will be posted on the "Procurement Opportunities" page of the OMH website (<https://www.omh.ny.gov/omhweb/rfp/>).

4. If there's no signed MOU, do we still need to go through the RFP process?

A: Yes.

5. Please define the State Contracting Agency Operating Guidelines that should be referred to for the following populations:

- a. People with Serious Mental Illness
- b. People who are chronically homeless
- c. Youth aging out of foster care
- d. Veterans with disabilities

A: Applicants should consult the specific State Agency for operating guidelines specific to the above populations.

6. How do you pick a State Agency when you have participants with Comorbidity – example: Homelessness, HIV/AIDS & severe mental illness?

A: Section 3.2.1 of the RFP directs applicants to “Describe the target population(s) the proposal would serve and what State Agency you believe would best serve as the Contracting State Agency”. Contracting State Agencies are listed in Section 2.9 of the RFP. Applicants should select the most appropriate alternative among the agencies listed.

7. What is the expected length of stay for permanent housing? Will there be any intent for individuals to move on after securing this housing?

A: There is no maximum length of stay established. While this initiative focuses on permanent supportive housing, the length of stay should be driven by the head of household and family members’ needs, wellbeing, 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).

8. Are there program guidelines you would recommend providers follow (i.e. OMH supportive housing guidelines)?

A: Supportive housing guidelines will be determined by the contracting state agency.

9. Are the slides from the webinar available?

A: Yes, the webinar, which includes the slides, is posted on the RFP webpage.

10. Referring to the six-month deadline stated on page 6 in Section 1, does this deadline solely apply to financing and thus mean that the property does not need to complete the ULURP zoning process (for projects in New York City) within six months of the award?

A: The requirement is to secure capital funding; it is not required to complete the ULURP zoning process.

11. If we choose OMH as the contracting state agency, will our supportive housing be subject to oversight by the Justice Center?

A: The Justice Center reporting requirements will remain unchanged by this RFP.

12. Can you post an interim set of answers to questions before 6/28 for questions you have already received so applicants don’t need to wait so long to get answers?

A: No.

13. In attachment C, question 7, can you further explain what is meant by “duplication of effort”?

A: Applicants are encouraged to describe what efforts/processes will be put in place to ensure services are coordinated thereby reducing redundancies in the community.

14. Please clarify the process by which eligible clients will be referred to housing providers located in New York City and what the referring entities will be. Page 30 of the RFP states: “Describe how the target population will be identified and how access to housing will be achieved. Describe your agency’s understanding and commitment to working with the proposed Contract State Agency(s) specific referral process or how individuals will be referred to the program.” Are we only allowed to get referrals from State Agencies, specifically the state agencies that are part of the Inter-Agency workgroup? What is the specific referral process for each of these agencies? Will we get referrals from NYC agencies (e.g. HRA, HASA, DHS, etc.)?
A: Referrals are not restricted to State Agencies. Referral sources depend upon the population served and local practices within the homeless delivery system. Referrals may be made by the State contracting agency (e.g. State Psychiatric Centers), but this will not necessarily be true for many populations.

15. IF we select “individuals diagnosed with HIV” as a target population, will those individuals be required to be HASA-eligible?
A: No.

16. Would we get extra points for selecting MRT high-cost Medicaid populations (MRT Eligible) as the target population?
A: No.

17. The MRT Eligible population encompasses several types of populations, e.g. HIV/AIDS, substance use disorder, individuals with serious mental illness or other chronic conditions. Are proposers required to specify which MRT Eligible population we would be targeting, e.g. MRT Eligible HIV/AIDS individuals, MRT Eligible individuals with chronic use disorder, etc.? Also, in responding to the RFP question, “Describe the identified needs of the target population,” would we need to discuss the needs of the MRT Eligible population overall, or would we need to describe the needs of each specific subpopulation (HIV/AIDS individuals, substance use disorder) within the MRT Eligible population?
A: Appendix Xx requires applicants to “fully describe the MRT high cost Medicaid population that would be served in the proposed project.”

18. Are there any guidelines on the anticipated client-to-staff ratio? Are there guidelines regarding Case Manager caseload size? For example, HRA requires a 20:1 ratio-each Case Manager should have no more than 20 clients in their caseload. Similarly, are there guidelines regarding client-to-staff ratio with respect to Program Coordinators, Case Managers and Clinical Staff?
A: ESSHI does not establish the client to staff ratio; that should be determined based on the target population and proposed project.

19. For formerly incarcerated, many times felons can’t be with other felons – how is that handled in an apartment building?
A: Referrals are screened and evaluated on an individualized basis.

20. If the services and operating award is given based on a site that is determined to not be feasible for development, can the award be applied to another site?
A: Yes, assuming the applicant is able to obtain a capital funding award within the six-month time frame.

21. Definition of Homeless for this program thankfully differs from the definition used by HUD and the HMIS reporting system. How should these units/beds be reported in HMIS?

A: Under ESSHI there is no requirement to report in the HMIS.

22. So, if we don't see a state agency here, like the VA, should we note that on our application?

A: Section 3.2.1 of the RFP directs applicants to "Describe the target population(s) the proposal would serve and what State Agency you believe would best serve as the Contracting State Agency". Contracting State Agencies are listed in Section 2.9 of the RFP. Applicants should select the most appropriate alternative among the agencies listed.

23. Should we select as many state agencies as are applicable? Like HCR and HHAP?

A: Section 3.2.1 of the RFP directs applicants to "Describe the target population(s) the proposal would serve and what State Agency you believe would best serve as the Contracting State Agency". Contracting State Agencies are listed in Section 2.9 of the RFP. Applicants should select the most appropriate alternative among the agencies listed.

24. Page 31 of the RFP asks for applicants to indicate or or describe the "staff office" at the proposed physical plant. Is having a staff office (and on-site staff) a requirement of this Supportive Housing initiative?

A: The RFP does not specifically require a staff office on-site. However, the provision of supportive services should be appropriate to the target population.

25. When do you expect to make award announcements?

A: Conditional award notifications are expected on or about 9/1/16.