



## Questions and Answers for the Long Island SH RFP

### General Questions

1. If we intent to apply for both the Suffolk and Nassau beds are two separate applications required?

**Answer: Applicants can submit one proposal application if requesting both awards for Suffolk and Nassau County. The application must clearly indicate that they applying for both awards. The applicant must apply for one or both awards. The two awards consist of the following: one award for all 20 units in Suffolk County and one award for all 17 units on Nassau County. The awards cannot be split between counties or number of units.**

2. Does there need to be a separate proposal for each County?

**Answer: See Above**

3. As this will be two award will only one response be required if requesting both awards for Suffolk and Nassau?

**Answer: See Above**

4. Do we have to apply for all 37 beds (20 in Suffolk and 17 in Nassau) or can we apply, for example, 10 beds from Suffolk and 10 beds from Nassau?

**Answer: Applicants must apply for all 20 units in Suffolk and/or all 17 units in Nassau County. An applicant cannot split the two awards up by different number of units between the two counties. Two awards will be made: one award for 20 units in Suffolk and one award for 17 units in Nassau.**

5. Can we write a backfill arrangement into this RFP (i.e. if individuals are not ready to live in a Supported housing setting when they are discharged from an inpatient setting can we transition a resident who is prepared to move to more independence from our Community Residences or Apartment Treatment beds to the open vacancy in the Supported Housing program and utilize the empty congregate bed to provide a service rich environment for the new resident)?

**Answer: Given that there are only three vacancies in these units, a backfill arrangement is not warranted. However, this could be discussed with OMH on an as-needed basis.**

6. The RFP states that there are “37 units” available – 20 in Nassau and 17 in Suffolk. Does the term ‘unit’ represent a site or a bed? We are trying to clarify whether or not there are multiple people living in each “unit” or if the “unit” is representative of one individual who is being served.

**Answer: A unit is considered a person/bed. There are 37 individuals being served.**

7. What sites on Long Island would qualify as “RTFs”?

**Answer: MercyFirst and Madonna Heights**

#### Resident-Related Questions

1. How many recipients in the current population are current Health Home enrollees and how many are Health Home/HARP eligible?

**Answer: Of the 37 Supported Housing Units in Nassau and Suffolk counties, 15 of the 37 are enrolled in a Health Home and all are HARP eligible.**

2. What documentation will the surrendering agency be required to provide to the awarded agency? Ie... A completed SPA application.

**Answer: The expectation would be for the surrendering agency to transfer relevant information including the SPA application, most recent psychiatric evaluation, psychosocial, Support Plan, history of arrears, documentation related to high risk clients (hospitalizations, medication regimens, history of suicide attempts) and progress notes. Other information could be considered as needed.**

3. Will current residents have updated records?

**Answer: Yes the agency currently operating these programs would be responsible for providing updated records as indicated in the [Supported Housing Guidelines](#).**

4. Should the documentation not be provided for whatever reason how will the awarded agency need to handle this situation?

**Answer: The OMH Long Island Field Office will serve as a resource and will assist in obtaining relevant documentation should this problem occur.**

## Apartment- Configuration Related Questions

1. Can you tell us what the current housing configuration is (number of studios, one-bedroom, two-bedroom, etc)? This would also help to develop a realistic budget.

**Answer:**

**12 Nassau County apartments are currently leased. (5 two-bedrooms; 5 one-bedroom and 2 studio apartments)**

**9 Suffolk County apartments (two-bedrooms) are currently leased and (1) two bedroom is being identified.**

2. How many and what types of units (studio, one-bedroom, two-bedroom, etc.) are currently being leased?

**Answer: See above**

3. What is the current make-up of the program – how many Studio, one bedroom, or two bedroom units?

**Answer: See above**

## Rental-Related Questions

1. Are any of the properties owned by FEGS or are they all rentals/leasing?

**Answer: All of the properties are rentals/leased.**

2. What are the current rents for these units?

**Answer: See excel spreadsheet for additional information.**

3. Since many if not all of the units identified in this RFP are existing, can you tell us the rental amounts that the current provider pays so that we can do our due diligence and ensure we develop a meaningful budget?

**Answer: See above**

4. What areas are the clients currently living in?

**Answer: Suffolk County Apartments are located in the following places: Bohemia, Lake Ronkokoma, Middle Island, Port Jefferson, Centereach, N. Babylon, West Islip, and Amityville.**

**Answer: Nassau County Apartments are located in the following places:  
Glen Cove, Lynbrook, Oceanside, and Hempstead**

5. Are the rental payments to landlords current and up to date?

**Answer: Yes**

6. Are all the rental costs within the FMR associated with OMH supported Housing?

**Answer: Yes**

7. Will the awarded agency be provided with information regarding rental arrears and how will those transfer?

**Answer: In Nassau County there are 0 clients with rental arrears. In Suffolk County there are 5 clients with minimal rental arrears. It is expected these arrears will be paid in August. If any arrears exist, they will not transfer to the new provider.**

8. How will we handle situations where a lease is not renewed or transferred and the resident refuses to move?

**Answer: The OMH Long Island Field Office will serve as a resource and will assist in obtaining relevant documentation should this problem occur.**

9. If the landlords are not amenable to transferring leases in a reasonable manner, can it be assumed that the agency will be free to locate other rentals accommodations (meeting required criteria( for tenants)?

**Answer: Yes**

#### Vacancy Related Questions

1. How many vacancies are there currently?

**Answer: As of posting date: Nassau County: 1- client vacancy.  
Suffolk County: 3- client vacancies**

2. How many units are currently vacant?

**Answer: See Above**

#### Staffing-Related Questions

1. What staffing is currently in place?

**Answer:**

**Suffolk: .09 fte Manager, .23 fte Supervisor, 1.38 fte Direct Care Staff, .10 fte office worker.**

**Nassau: .12fte Manager, .20 fte Supervisor, .68 fte Direct Care Staff, .09 fte Office Worker.**

2. What is the current staffing structure of the program?

**Answer: See above**

3. In 5.4 it states that funds can be used for rent stipends, housing case management services and contingency funds. Would we be able to use this money for a part time RN to provide case management regarding medical conditions/care?

**Answer: Yes**

4. Will the surrendering agency have a dedicated worker to assist with the transition?

**Answer: The surrendering agency will assist in the transition, if needed.**

5. Will the surrendering agency be expected to facilitate meetings between awarded agency and current landlords?

**Answer: It is expected that both the surrendering agency and the new agency would each have staff facilitating the transition. OMH will also assist in the transition as needed.**

6. Will OMH provide assistance regarding coordination between the awarded agency and the surrendering agency? If yes, to what extent?

**Answer: The OMH Long Island Field Office will provide assistance to whatever extent is necessary. Although OMH is committed to helping to facilitate this process, the expectation is for the awarded and surrendering agencies to confer with each other and maintain regular communication during this transition period. OMH is available to assist in addressing any concerns that may arise and will facilitate meetings and conference calls as needed.**

7. Is the applicant/grant awardee committed to keeping the staff that comes with these beds?

**Answer: The expectation is that the grant awardee would be responsible for hiring and staffing the program according to the grant awardees policies and procedures.**