



Office of Mental Health

Questions and Answers

For

9/21 Released RFP Scattered-Site Supportive Housing for Adults with Serious Mental Illness Long Island

1. Can an agency submit an application for only a portion of the units of housing or must we submit our application for all of the units? For example, can we apply for 21 of the 85 Nassau county beds? Can we apply for beds in both counties?

A. Agencies can submit an application for only a portion of units of housing and agencies can apply for beds in both counties. As per the RFP, Eligible applicants may apply for all or some of the units and may apply and receive awards for either one or both counties. Applicants must clearly state how many units are being requested and in which county(s). Awards cannot be made for more housing units than an applicant originally requests.

2. Can you provide a general description of the scattered sites in each county: configuration (beds per unit), rents and terms? Are the leases held by the agency or the tenants?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

3. Can you provide general locations of the scattered sites—towns/zip codes?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

4. There don't appear to be instructions in the RFP for the Gateway entries "Work Plan Grantee Defined" - overview and objectives, program summary and capacity. Are we supposed to leave these areas blank?

A. Applicants should develop a work plan that describes their self-defined overview and objectives, program summary and capacity of the program they will develop through this opportunity. This can be similar to the work plan that is developed for the Operating Contract.

5. Is there anything that should be uploaded to the "grantee document folder"? Everything seems to go in the pre-submission uploads. Please advise.

A. The grantee document folder is there during the application process in case there is additional material they want to provide for review that a space was not left for in the pre submission upload page. There is no requirement to upload anything in that folder if they

have nothing additional to attach. The folder remains there so that if during the review process or during contracting if the agency requires any additional documentation, the grantee can upload it there.

6. Are the leases in the clients' names or the agency's name?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

7. Are the landlords already aware there will be a change (especially if the leases are in the agency's name)?

A. The landlords have not yet been told that there will be a change in operator on leases.

8. Has a mechanism been put in place already to have the security deposits transferred to the new provider or will the new provider also need to pay new security deposits?

A. Although OMH is committed to helping to facilitate this process, the expectation is for the awarded and surrendering agencies to confer with each other regarding the transfer of security deposits and to 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.

9. Are current tenants paying their own utilities?

A. The agency has been paying all utilities on rental units.

10. Can we know what the current rents are?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

11. How many current vacancies are there?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

12. Can we find out the configuration of the current apartments, 3 bedrooms, 2 bedrooms etc..

A. The apartments range from 1-3 bedroom apartments with the exception of one unit that contains four bedrooms. However due to the supported housing guidelines the four bedroom unit configuration would need to be changed.

13. With regard to the five units designated to serve persons discharged from Pilgrim Psychiatric Center or residential programs, Article 28 or Article 31 hospitals, high users of Medicaid, can an agency with a continuum of licensed and unlicensed beds backfill these beds?

A. Yes

14. Where are the Nassau County beds located?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

15. At present, how many units are occupied? Vacant?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

16. Why are the beds being given up by the current operating Agency?

A. The current operating agency has opted to consolidate their current interests and focus on programming in NYC rather than Long Island. They also feel other entities may have a higher level of expertise which would aid in the operation of these beds.

17. Are the units owned by the Agency? If not, who is holding the lease, the Agency or the residents?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

18. Is the plan to maintain the current residents? If so, what are the current discharge procedures?

A. Yes the plan is to maintain the current residents and fill the vacancies with the targeted population as identified in the RFP.

19. Is the plan to maintain the current staff?

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

20. What are the expectations for staffing? WHAT IS THE EXPECTED STAFF TO CLIENT RATIO?

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

21. WHAT ARE THE ALLOWABLE/NOT ALLOWABLE EXPENSES FOR CONTINGENCY FUNDS?

A. Please refer to the Supported Housing Contract and Budgeting Guidelines for a listing of eligible expenses.

22. Is there a suggested number of sites that should be quoted? IS THERE A MINIMUM OR MAXIMUM NUMBER OF UNITS TO BID?

A. Agencies can submit an application for only a portion of units of housing and agencies can apply for beds in both counties. As per the RFP, Eligible applicants may apply for all or some of the units and may apply and receive awards for either one or both counties. Applicants must clearly state how many units are being requested and in which county(s). Awards cannot be made for more housing units than an applicant originally requests. There is not a suggested number of sites that should be quoted or a minimum or maximum number of units to Bid.

23. Can you please advise the geographic areas where the sites are located? Are we able to bid based on geographic areas? Is there a suggested number of sites that should be requested?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

24. How many of the sites are currently vacated and how many sites in Nassau County are not vacated?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

25. Do the tenants hold the leases for the vacated sites and when do they expire? Do all tenants have to hold the leases or is the agency allowed to hold the lease? For the existing vacated sites what are the rent amounts of these leases and what is the length of these leases? How many beds are located in each house? Are rent stipends available through this RFP?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information. Service and Operating funding in the amount of \$16,156 per unit is available through this RFP. This funding is for rent stipends, housing case management services and contingency funds, as specified in the Scattered-Site Supportive Housing Guidelines.

26. Is there a preference for clients, e.g. target A, or can we get clients from Health homes and hospitals; is there a higher ranking criterion if accepting Target A out of Pilgrim?

A. The preference for the Five (5) of the units located in Suffolk County and are designated to serve individuals who meet the following criteria:

- Individuals with a serious mental illness who are being discharged from Pilgrim Psychiatric Center (PCP) or PCP residential programs,
- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of Scattered-Site Supportive Housing or for whom housing would assist in a state hospital diversion from PCP,
- Individuals with a serious mental illness residing in the region with allocated Scattered-Site Supportive Housing Units who have a mental illness and who are high users of Medicaid Services and referred by Health Homes,
- Individuals with a serious mental illness who have been identified through PSYCKES as having had 4 or more admissions/ED visits over the past 12 months,
- Individuals with a serious mental illness who are current residents of more service –intensive housing options (including Community Residences, Apartment Treatment, shelters, etc),
- Individuals, 18 years or older, with a serious mental illness who are being discharged from a Residential Treatment Facility.

Twenty (20) units are located in areas throughout Suffolk County and are designated to serve individuals diagnosed with a serious mental illness.

Eight-five (85) units are located in areas throughout Nassau County and are designated to serve individuals diagnosed with a serious mental illness.

There is no higher ranking criteria.

27. Is there a specific assessment tool that is preferred, e.g. VI-SPDAT.

A. There is not a specific assessment tool that is preferred.

28. Are case management services expected to be located in the program with an individual staff person?

A. Scattered-Site Supportive Housing funding made available through this RFP provides rent stipends, housing case management services, and contingency funds as specified in the Scattered-Site Supportive Housing Guidelines (Supported Housing Guidelines). There are no OMH licensing requirements. Contractors must comply with the OMH Scattered-Site Supportive Housing Guidelines. A copy of the OMH Scattered-Site Supportive Housing Guidelines is posted on OMH's website as part of this RFP and should be reviewed prior to responding to the RFP.

29. How many bedrooms are in each unit?

A. See answer to Question 12.

30. Will you provide addresses of current locations prior to application deadline?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information.

31. What are the current rental amounts and lease durations of current units?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information.

32. Are we able to review leases of existing tenants prior to application deadline?

A. No, leases of existing tenants are not available prior to application deadline.

33. Will OMH provide funds for units to meet agency and OMH standards?

A. Service and Operating funding in the amount of \$16,156 per unit is available through this RFP. This funding is for rent stipends, housing case management services and contingency funds, as specified in the Scattered-Site Supportive Housing Guidelines.

34. Please clarify specific "aforementioned populations" for vacancies.

A. A vacancy may be for either a Nassau County , Suffolk County resident with a serious mental illness or a Suffolk County resident who meets the following criteria:

- Individuals with a serious mental illness who are being discharged from Pilgrim Psychiatric Center (PCP) or PCP residential programs,

- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of Scattered-Site Supportive Housing or for whom housing would assist in a state hospital diversion from PCP,
- Individuals with a serious mental illness residing in the region with allocated Scattered-Site Supportive Housing Units who have a mental illness and who are high users of Medicaid Services and referred by Health Homes,
- Individuals with a serious mental illness who have been identified through PSYCKES as having had 4 or more admissions/ED visits over the past 12 months,
- Individuals with a serious mental illness who are current residents of more service –intensive housing options (including Community Residences, Apartment Treatment, shelters, etc),
- Individuals, 18 years or older, with a serious mental illness who are being discharged from a Residential Treatment Facility.

The vacancy must be filled with the same targeted population that was previously housed.

35. Are there rental arrears, evictions in progress for existing tenants?

A. There are a number of tenants who are in rent arrears.

36. For the Scattered Site Supportive Housing for Adults with SMI for Long Island, Brooklyn, and Bronx: Is it possible to obtain the current organization's annual rent as well as utility expenses?

A. This information will be made available once a provider(s) is awarded the beds.

37. Which organization(s) currently administer/oversee the existing scattered-site units in Nassau and Suffolk Counties (pertaining to the proposals due 10/26/16)?

A. Lantern

38. How many scattered-site units among those referenced in the RFP are presently filled/vacant?

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information

39. To what extent will applicants receive or have access to the following key information PRIOR to the October 26th final submission deadline: (a) current landlord contact information; (b) current scattered-site lease information; (c) information about renegotiated leases; (d) information about current clients occupying existing scattered-site housing; (e) existing site addresses and other site-related details? (If not prior to the submission deadline, then when would be the approximate timing that applicants or awardees will have access to such information?)

A. See excel spreadsheet labeled Long Island Reallocation of Units Site Information. 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.

40. Do you anticipate a renewal process after the 5-year contract ends? (If not, what might applicants and/or the State expect at that point?)

A. Yes OMH anticipates a renewal process after the 5 year contract ends.

41. If an applicant requests 85 units in Nassau County, will they be receiving all 85 or is there a chance they would receive fewer.

A. Agencies can submit an application for only a portion of units of housing and agencies can apply for beds in both counties. As per the RFP, Eligible applicants may apply for all or some of the units and may apply and receive awards for either one or both counties. Applicants must clearly state how many units are being requested and in which county(s). Awards cannot be made for more housing units than an applicant originally requests. Depending on awards, an agency may receive fewer than requested.

42. In regards to the recent OMH Scattered Site Supported Housing RFPs, can candidates be admitted to congregates and licensed programs with graduates moving into supported housing, i.e. backfill arrangements?

A. Yes

43. Does the direct contract form have to be submitted with the RFP application? If so, in which section is it uploaded.

A. No, a direct contract will be completed after the award has been made.