Empire State Supportive Housing Initiative

Webinar
Monday, June 19, 2017
Housekeeping

• Please mute your line.

• Applicants should formally submit questions to Carol Swiderski, Contract Management Specialist 2 at Carol.swiderski@omh.ny.gov.
Interagency Workgroup

The New York State Office of Mental Health (OMH) will serve as the lead procurement agency for the ESSH1 RFP under the guidance of the interagency workgroup. Although the OMH is the lead, proposals are not restricted to mental health purposes, but should serve the range of needs from the population of clients served by the following agencies. This workgroup includes representatives from several State agencies including but not limited to those involved in the initiative:

- Department of Health (DOH) including the AIDS Institute;
- New York State Homes and Community Renewal (HCR);
- Office of Alcoholism and Substance Abuse Services (OASAS);
- Office of Children and Family Services (OCFS);
- Office of Mental Health (OMH);
- Office for the Prevention of Domestic Violence (OPDV);
- Office of Temporary and Disability Assistance (OTDA); and
- Office for People with Developmental Disabilities (OPWDD).

• Service and operating funding supporting at least 1,200 units will be awarded under this RFP.

• The terms “application(s)” and “proposal(s)” are used interchangeably throughout this RFP. The terms “bed (s)” and “unit(s)” are used interchangeably throughout this RFP.
Introduction to the RFP

• New York State is issuing this Request for Proposals (RFP) opportunity, to advance the five-year goal of developing more than 6,000 units of supportive housing over five years for persons identified as homeless with special needs, conditions or other life challenges.

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

• Applicants must demonstrate how the proposal meets the gap that is identified in the Continuum of Care report or other local data, where available. For those areas of the state without a Continuum of Care, the proposal must demonstrate involvement with local levels of planning to ensure necessary planning and engagement processes have been completed.

• Sixty-five percent of the scoring of this RFP will be assigned based upon how the proposal addresses locally specific needs. Cost effectiveness and readiness comprise the balance.

• Up to $25,000 per unit annually in services and operating funding is available through this RFP.
Key Events/Time Line

- RFP Release Date 06/05/17
- Webinar 06/19/17
- Questions Due 06/26/17
- Questions Posted on Website (Tentative Date) 07/5/17
- Proposals Due 07/24/17
- Conditional Award Notifications (Tentative Date) 09/11/17
- Contract Start-Date TBD
Scope of Project

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

• Funding through this RFP is available to support the services and operating needs of projects which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to enhance their existing subsidies.

• At a minimum, applicants should propose an operating subsidy sufficient to cover the projected operating costs of the assisted units minus the amount of rent that will be paid by the assisted households. Project based Section 8 cannot be used to assist operations of ESSHI units.

• The ESSHI contract will be between the not-for-profit awardee and State Agency(s) responsible for providing oversight of the permanent supportive housing services to the population(s) to be served.
Homeless Definition

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

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

2) a youth or young adult who left foster care within the prior five years and who was in foster care at or over age 16, and who is without permanent and stable housing,

3) an adult or young adult reentering the community from incarceration or juvenile justice placement, who was released or discharged, and who is without permanent and stable housing, or

4) be a young adult between the ages of 18 and 25 years of age without a permanent residence, including those aging out of a residential school for individuals with an intellectual or developmental disability.
Objectives and Responsibilities under the RFP

- The rental subsidies and/or services provided under this initiative are intended to be a means to provide affordable and stable housing and services to families, individuals and youth/young adults who are homeless and have at least one or more disabling conditions or other life challenges. The intended outcomes for this RFP are to:

- Identify and locate eligible homeless families, individuals, and/or youth/young adults;

- Increase the availability of supportive housing as a means to reduce homelessness;

- Provide services and supports to help eligible families, individuals and/or youth/young adults manage health and behavioral health conditions and support recovery, and to assist families, individuals, and/or youth/young adults to become and remain stably housed;

- Provide service and operating funding for supportive housing units developed with separate capital funding mechanisms and/or a combination with other available private, federal, state, or local funding resources.

- Increase the availability of supportive housing as a means to facilitate access to health services and improve the health status and quality of life experiences of Medicaid Redesign Team eligible families, individuals, and/or youth/young adults;

- Provide housing stability for young adults between ages 18 and 25, in a supportive environment based on positive youth development principles that recognize and build on the young adults’ strengths, and to maximize educational and employment opportunities to enable young adults to achieve self-sufficiency.
Supportive Housing

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

• The support services provided should be tailored and appropriate to the specific population to be served (e.g., safety planning for victims of domestic violence, treatment for substance use disorder, etc.).

• Note that this initiative focuses only on permanent supportive housing as defined in the attached glossary. Transitional and emergency housing beds are not eligible. Staff should have the skills, qualifications and experience necessary to help the head of household set meaningful goals and make progress toward achieving them. The services can be provided on- or off-site (or a combination of both), and either directly by the project sponsor or through partnerships with other community-based agencies (or a combination of both).
12-Month Time Frame

• Applicants are expected to secure capital funding sufficient to fully finance the housing project for which they are requesting ESHHI funding through this RFP within 12 months from the date of the ESHHI conditional funding award.

• If after 12 months from the date of the conditional service and operating funding award, the applicant has not successfully secured commitments for the capital financing necessary for the project, the Interagency Workgroup has the option to rescind the conditional ESHHI award.

• The ESHHI Interagency Workgroup has the option to provide extensions beyond 12 months from the date of the conditional service and operating funding award if the opportunity for application to an uncommitted capital financing source was not available during the 12 month period, if the application is still pending consideration by the capital funder, or for other reasons as determined by the Interagency Workgroup to achieve the objectives of the State’s overall Housing Initiative for supportive housing.
12-Month Time Frame
(continued)

• In the event a capital award is rescinded, any conditional ESSHI award made through this RFP would also be rescinded.

• Any applicant that fails to obtain capital within the 12 month time frame and has its conditional ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities.
Separate Capital Funding

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

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

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

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

• For NFP providers/developers that are proposing to serve individuals with a Serious Mental Illness, it is anticipated that there will be predevelopment capital funds available through OMH.

• Applicants who have received a conditional service and operating award and are in need of predevelopment funds will be eligible to apply to OMH for the predevelopment capital funding as available.

• This funding will be in the form of a construction grant that will need to be repaid as part of the permanent financing structure contingent upon availability of these resources as identified in Governor Cuomo’s Enacted Budget.
MRT Eligibility and Funding

• If the proposal will serve MRT eligible individuals, Appendix A (MRT Project Questionnaire) must be completed and attached to the application.

• Criteria includes serving a high-need, high-cost Medicaid population(s) that includes but is not limited to the following: individuals transitioning from an institutional facility (including state operated psychiatric center, state/voluntary community residence, hospital long-stay or nursing home), or homeless/unstably housed individuals that have a serious mental illness, chronic physical disability, HIV/AIDS, substance use disorder, frail elderly, health home enrolled and/or individuals with other chronic conditions.

• Projects can be cross-disability and contain more than one population.
Funding Availability

- Up to $25,000 per unit annually in services and operating funding is available through this RFP.
- Funding through this RFP is available to support the services and operating needs of projects which may be in various stages of capital development. However, funding will not be made available to existing projects, which have already secured service and operating funds through other sources, as a means to enhance their existing subsidies.
- Applicants are encouraged to seek additional funding to leverage the resources made available through this RFP.
Funding Request Example

- If an applicant proposes to serve ten (10) individuals with HIV at an amount of funding of $12,000 annually per unit, the application would need to clearly state:
  
  “the applicant is seeking a total of $120,000 annual funding to support the Services and Operating of ten individuals diagnosed with HIV.”

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

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

The submitting organization must be eligible to apply. This funding opportunity is only open to not-for-profit organizations that are properly incorporated or organized under the laws of New York with demonstrated experience in one or more of the following areas:

- Housing for homeless families, individuals, and/or young adults
- Housing for families, individuals, and/or young adults with an unstable housing history
- Housing for families, individuals, and/or young adults who are at risk of homelessness
- Housing for families, individuals, and/or young adults that have health, mental health, and/or substance use disorders
- Housing for youth/young adults with significant histories of mental health, foster care or criminal/juvenile justice involvement
- Providing services and supports to help families, individuals, and/or youth/young adults that have disabling conditions or life challenges as identified in Section 1.4 of the RFP that require specialized support services to become and remain stably housed
Eligible Target Populations

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

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

Any funds awarded to applicants under this RFP must be used to provide rental assistance and services to eligible target populations so that they remain stably housed. Permissible uses of funds awarded under this RFP that meet such purposes include, but are not limited to, providing support for:

– Rental subsidies and other occupancy costs. Funding requested for rental subsidies and other operating costs must be sufficient to cover real estate maintenance and operating expenses attributable to the supportive housing units;

– Costs associated with services and/or staff that help the eligible target population remain stably housed, including program supervision, housing counselors or specialists, and employment counseling;

– Services or staff to identify and locate the eligible individuals that need housing;
Eligible Expenses

(Continued)

Eligible services designed to assist eligible families, individuals and young adults to live independently and remain stably housed. They may include but are not limited to providing the following linkage and/or direct services which are not funded through other mechanisms, such as Medicaid:

- primary health services;
- behavioral health services;
- housing case management, including eviction prevention services and skills building around tenant responsibilities;
- counseling and crisis intervention;
- risk assessment/reduction and safety planning;
- legal system and court assistance;
- coordinating access to civil legal services including immigration, family, matrimonial, consumer and housing;
- trauma-informed assessment and services;
- public benefits management and advocacy with multiple systems engagement (CPS/ACS, DSS/HRA/DHS, OVS, etc.);
- employment and vocational training and/or assistance;
- educational assistance, including GED support;
- parenting skills development and support;
- child care assistance;
Eligible Expenses

(Continued)

• direct provision of child care services;
• children’s services, including educational advocacy, support and counseling;
• pregnancy prevention, including counseling;
• family reunification and stabilization;
• life skills training and support;
• health education;
• transportation assistance for needed services/entitlements;
• building security services;
• information on other available services to meet clients’ needs and referral as appropriate;
• social/recreational services;
• Homeless Management Information System (HMIS) expenses;
• transportation assistance for needed services/entitlements;
• other like services defined by the applicant and approved by the Contracting State Agency; and/or
• services or staff to assist eligible families, individuals and young adults in navigating the range of available housing and social service resources, identifying available housing opportunities, and completing housing applications, and documentation requirements.
Ineligible Expenses

• Funds awarded under this RFP may not be used for ineligible expenses, which include but are not limited to the following:

  – Administrative and Overhead expenses budgeted at more than 15% based on the Consolidated Fiscal Reporting Requirements (CFR);
  – Any costs associated with Capital Development of the project (i.e. construction costs)
  – Any costs associated with emergency housing or transitional supportive housing; and
  – Bond Debt service.
Reporting and Operating Requirements

- Applicants awarded funding through this RFP must conform to the reporting requirements established by the interagency workgroup, the Contracting State Agency(s), and when applicable Medicaid Redesign Team reporting.
- Contracting State Agencies may have different reporting requirements and operating guidelines for services and operating units developed through this RFP.
- All awardees are encouraged to familiarize themselves with the various reporting and operating requirements specific to the appropriate Contracting State Agency and target population.
Applicant Overview

- Applications should be submitted electronically through Grants Gateway at https://grantsgateway.ny.gov/.

- See Section 6 of the RFP for specific Grants Gateway instructions.
Selection Criteria

• **Need (35 points)** – respond fully to questions set forth in application. Highlights include:
  – Overview and history of Agency
  – Describe Target Population
  – Highlight agency experience
  – Describe identified needs
  – Factors that have created/perpetuated homelessness
  – Why the need for supportive housing
  – Thorough description of the community
  – Continuum of Care/Local Planning Support Documentation
    • Letter of support
    • Data
    • Gaps Analysis
• **Impact (30 points)** – respond fully to questions set forth in application. Highlights include:
  
  • To what extent will the proposal have a meaningful impact on addressing the identified needs of the eligible target population (s) identified in the proposal.
  
  • Demonstrate the appropriateness of the program’s approach to meet the needs of the target population.
Selection Criteria (continued)

- **Readiness (10 points)** – respond fully to questions set forth in application. Highlights include:
  - Extent to which the applicant is either independently or in conjunction with a housing developer working towards project-readiness (i.e. does the applicant have site-control, does the applicant have capital funding sources already secured, realistic time-frame for project completion.)

- **Cost Effectiveness/Budget (25 points)** – respond fully to questions set forth in application. Highlights include:
  - Cost effectiveness of the proposal
  - The budget should be complete, comprehensive and realistic
  - Extent that the applicant has additional funds to leverage the State funding that is being made available through this RFP
Contract Readiness

- Prior to submitting an application for funding, applicants are responsible for various verifications which validate their capacity and organizational authority to receive public funding and operate as a Not-for-Profit corporation in the State of New York, or both. Recipients of grants must be registered in the New York Statewide Financial System (SFS) Central Vendor Registry File and provide their Identification Number at the time of contracting. To register and for additional information on the Vendor File, visit: [https://www.osc.state.ny.us/vendor_management/index.htm](https://www.osc.state.ny.us/vendor_management/index.htm)

- Not-for-profit (NFP) vendors must be registered with the Attorney General’s Office as a charitable organization, and the registration must be up to date at the time of contracting. Vendors must be sure all their documents are up to date and comply with the Vendor Responsibility requirements. To determine the status of your Charities Registration information, contact: [https://www.charitiesnys.com/RegistrySearch/search_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)
Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website, including The Vendor Prequalification Manual and an online tutorial to walk users through the process.

Effective July 31, 2013, all NFP vendors doing business with the State of NY must be prequalified in order to submit a competitive bid in response to an RFP issued by NYS. NFP contractors should go to the Grants Gateway, www.Grantsgateway.ny.gov, for registration and www.grantsreform.ny.gov to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires a paper form being sent by mail.
Welcome to the Grants Gateway

The Grant Opportunity Portal is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The Grantee Document Vault is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, a grantee must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

Check back regularly as efforts to integrate with the Statewide Financial System are underway.

For additional information see the Grants Reform Website: www.grantsreform.ny.gov

**BROWSE**

Looking for a listing of funding opportunities? Use the Browse feature to get started.

Browse Now!

**SEARCH**

Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.

Search Now!

**NOTIFICATION**

Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you.

Sign-up Now!

Already Signed-up?

Click here to update preferences.

**REGISTRATION**

If you are already a vendor with NYS or are interested in becoming a vendor request access here.

Request Access Now!

For a complete listing of all New York State procurement and grant opportunities, please visit the Contract Reporter.
What to do if you have Questions during the process?

- Written questions regarding this RFP will be accepted until 06/26/17 at 4:30 pm. No telephone inquiries will be accepted. Answers to all questions will be tentatively posted on OMH’s website by 07/05/17. Questions may be submitted via mail, or email to:

  Carol Swiderski, Contract Management Specialist 2
  Questions
  NYS Office of Mental Health
  Contracts and Claim Unit
  44 Holland Ave, 7th floor
  Albany, NY 12229
  Carol.swiderski@omh.ny.gov

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

Proposals must be submitted through the Grants Gateway by 2:00 p.m. 07/24/17.

Proposals can not be submitted via facsimile or e-mail.

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

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

- Log into Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator.
Applying in Grants Gateway

- Under the View Available Opportunities section click the “View Opportunities” button.
Applying in Grants Gateway

• Search for Grant Opportunity or click on link to Grant Opportunity
Applying in Grants Gateway

- Click the “Apply for Opportunity” button.
Applying in Grants Gateway

- Click Project/Site Addresses
Applying in Grants Gateway

• Fill out all applicable fields
Applying in Grants Gateway

- Click Program Specific Questions
Applying in Grants Gateway

- Fill out each Program Specific Question
Applying in Grants Gateway

- Click through each applicable budget category

<table>
<thead>
<tr>
<th>Project/Site Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Specific Questions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services - Salary</td>
</tr>
<tr>
<td>&gt; Personal Services - Salary Narrative</td>
</tr>
<tr>
<td>Personal Services - Fringe</td>
</tr>
<tr>
<td>&gt; Personal Services - Fringe Narrative</td>
</tr>
<tr>
<td>Contractual</td>
</tr>
<tr>
<td>&gt; Contractual Narrative</td>
</tr>
<tr>
<td>&gt; Travel Narrative</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>&gt; Equipment Narrative</td>
</tr>
<tr>
<td>Space/Property Rent</td>
</tr>
<tr>
<td>&gt; Space/Property: Rent Narrative</td>
</tr>
<tr>
<td>Space/Property: Own</td>
</tr>
<tr>
<td>&gt; Space/Property: Own Narrative</td>
</tr>
<tr>
<td>Utilities</td>
</tr>
<tr>
<td>&gt; Utilities Narrative</td>
</tr>
<tr>
<td>Operating Expenses</td>
</tr>
<tr>
<td>&gt; Operating Expenses Narrative</td>
</tr>
<tr>
<td>Other Expenses Detail</td>
</tr>
<tr>
<td>&gt; Other Narrative</td>
</tr>
<tr>
<td>Expenditure Summary</td>
</tr>
<tr>
<td>Match Worksheet</td>
</tr>
</tbody>
</table>
Applying in Grants Gateway

• Fill out all required fields
Applying in Grants Gateway

- Click Work Plan Overview Form
Applying in Grants Gateway

• Fill out the Work Plan Section
Applying in Grants Gateway

- Click on Objectives and Tasks
Applying for Grants Gateway

- Fill out all required objectives and tasks by clicking View/Add
Applying in Grants Gateway

• Fill out Performance Measure
Applying in Grants Gateway

- Click on Pre-Submission Uploads
Applying for Grants Gateway

- Click Document Template to access form
- Browse to upload
Applying in Grants Gateway

- Click on Status Changes
- Click on APPLY STATUS under APPLICATION SUBMITTED