



## SS SH Rest of State 2024 RFP Questions and Answers

1. On page 4 of the RFP, priority counties are listed with a number of beds. Can agencies put in a proposal for more than this number or is an agency limited to the number of priority beds?

ANSWER – Applicants may propose any number of beds for any county within a given region. Only the number of beds/counties listed in the RFP will be prioritized for awards. Any beds requested above the number identified in the RFP will be awarded based on highest scoring applications.

2. The RFP says 280 total units, but the county totals add to 219 units. Can you clarify which is correct?

ANSWER – 280 units will be awarded through this opportunity. OMH has identified certain counties (with associated bed numbers) to be prioritized for award based on need. However applicants may apply for any county and any number of beds in the regions identified.

3. Initial Awards and Allocation section indicates that a single application can be submitted, applying for multiple counties within same region. Proposals to serve priority counties, up to the number of units identified for that county, will be awarded first.

Please confirm or clarify that a proposal that includes a priority county, up to the number of units identified for that county, that includes additional counties, will be awarded first. If that is not the case, please clarify in what standing this multi-county application will be awarded.

ANSWER – In the scenario described above, counties identified as priority will be awarded first based on highest scoring application (up to the number of units identified) and the non-prioritized counties will be awarded based on highest scoring application. It is possible an application proposing to serve multiple counties could receive a partial award.

4. Please confirm that only one application is required for beds located in two separate counties within the one region.

ANSWER – Confirmed

5. Please clarify the statement made on page 15 “eligible agencies with applications proposing to serve priority counties, up to the number of units identified for that county will be awarded first.” Does this mean that in order to be prioritized, you must apply for all of the beds available in the priority county? For example, there are 45 beds prioritized in Suffolk County. If a bidder only wanted to apply for 15 beds, would they be less of a priority than someone who applied for all 45 beds in the same county?

ANSWER – No. Bidders may apply for as many or as few units as they would like. Only the number of units for a prioritized county identified in the RFP will be prioritized in awards. For example, as noted above, 45 units are prioritized in Suffolk county. Those units could be awarded via one application proposing 45 units or several applications proposing lesser numbers.

6. Is an A&OH line of 15% (Indirect Cost) allowed for the Start-Up Year and for the Operational Year Budget line item on the Appendix B budget form?

ANSWER – Yes

7. Are there upper or lower boundaries on the start-up dollar amount that applicants may request in response to question 4a (via Appendix B budget form), provided that the dollars requested will cover initial staffing, broker fees, security deposits, furniture, moving expenses, and other expenses needed for the establishment of units?

ANSWER – Start-up expenses are to be covered, in year 1, with standard operating funding outlined in section 5.3. Applicants should budget accordingly.

8. Would OMH like applicants to use the “Start Up Year Budget” column to indicate costs and revenues anticipated during the first 12 months and then use “Operational Year Budget” to indicate the AVERAGE anticipated annual cost during Years 2 to 5 of the contract? (So, for example, if salaries are anticipated to increase by 3% based on Cost of Living Adjustments during each year of the contract, would you like the salaries for the “Operational Year Budget” column to reflect the average across each of those final four years of the contract)?

ANSWER – Applicants should use the “Start Up Year Budget” column to indicate costs and revenues anticipated in year 1 and should use the “Operational Year Budget” column for anticipated expenses and revenue in year 2. Increases in revenue are not guaranteed. Therefore, forecasting increases in cost can lead to a budget submission that is perceived to be inaccurate or that includes a deficit or surplus in funding. Scoring may be impacted if application does not include a breakeven budget with accurate revenue projections

9. Question 1(h) on page 20 includes this directive “...describe how you plan to ensure close collaboration with the Local Government Unit (LGU) to facilitate care for individuals served by Short-term Transitional Residence for Individuals Reentering the Community from Prison in all applicable counties.”

Is OMH intending this reference to “Short Term Transitional Residence for Individuals Reentering from the Community from Prison” or is this language inadvertently left over from a legacy RFP? (Since our understanding is that Supportive Housing is intended to be long-duration and more permanent, as opposed to “short-term” or “transitional”, we are requesting this clarification. What should this prompt say if different from what we are seeing?)

Likewise, with regard to question 1c on page 19, which asks applicants to describe their “Plan for the development of supportive housing for persons who are street homeless:, is this very narrow focus on “persons who are street homeless” intentional? Or is OMH intending applicants’ response to the question to address the broader population to be served by this supportive housing program, addressing the larger umbrella of 7 bulleted types of individuals and circumstances that are outlined in Section 1.1 on page 3?

10. ANSWER – The reference to Short Term Transitional Residence for Individuals Re-Entering the Community for Prison is an error. The question should read “...describe how you plan to ensure close collaboration with the Local Government Unit (LGU) to facilitate care for individuals served by scattered-site supportive housing in all applicable counties.”

Regarding question 1c, applicants should speak more broadly about their plan to develop housing for this program. The response does not need to be specific to housing for individuals experiencing street homelessness.

11. Question 1c on page 19 (Section 5.4.1) asks applicants to indicate the “configuration of the units (e.g. studios, or one bedroom units).” Are we correct in understanding that applicants, based on positive current and prior experiences, are allowed to propose two-bedroom units within the total mix of apartments? (Pg. 17 does indicate, “Renting studio, one-bedroom and two-bedroom apartments scattered throughout the community is in the norm.”)

ANSWER – Correct.

12. In the RFP questions-for-applicants, the heading numbers (and related questions-prompts) advance directly from section 5.4.3 (Diversity, Equity and Inclusion and Peer Support Language) on page 20 to section 5.4.5 (Financial Assessment) on page 22. Is there any content / responses that OMH was expecting associated with the missing heading 5.4.4, or is that missing heading number an insignificant oversight?

ANSWER – This is a typo/misnumbering. The questions to be answered are listed appropriately in the RFP and match with the RFP build in SFS.

13. In the SFS portal, textboxes for responses to the specific Proposal Narrative questions are each limited to 2,000 characters, and each textbox offers a link indicating “Add Comments or Attachments.”

At the discretion of the applicant, for efficiency, thoroughness, and formatting flexibility, may we type in any textbox, "Please see attached" and then attach a simply formatted Word Document or PDF file containing a comprehensive yet concise response?

ANSWER – OMH recognizes the potential limitations of a 2,000 character response box. An upload may be provided in place of responding in the text box (although something must be stated such as "Please see attached"), but the upload must be clear, concise and responsive only to the question being posed.

For responses to lengthy, multi-part questions (for example 1f on page 19), how does OMH prefer applicants assure that reviewers receive and see a full response: (a) type the first part of the response in the 2,000-character-limited textbox and then type "Please see attachment for remainder of response"? or (b) type only, "Please see attached", and then simply attach the entire response in a Word or PDF file?

ANSWER – Applicants should submit in a format that will provide a clear, concise, complete and appropriate response to the question posed.

14. Question 1f on page 19 asks applicants to supply job descriptions and a staffing schedule, among several other parts of the response. Are applicants expected / allowed to upload one or more attachments with bulleted duties/responsibilities for the job descriptions and a separate table showing a staffing schedule, or is OMH preferring to see generalized, surface-level summary sentence(s) diminished substantially in substance and detail to fit in narrative form within 2,000 characters (along with the many other requested parts of the response)?

ANSWER – Applicants should submit in a format that will provide a clear, concise, complete and appropriate response to the question posed.

15. In some cases, OMH does not require a work plan to be submitted along with a grant submission. The RFP for Scattered Site Supportive Housing for Adults with Serious Mental Illness does not seem to mention a work plan. Are applicants expected or not expected to input a workplan into SFS? (If yes, are there any OMH-required objectives or other guidelines).

ANSWER – The Work Plan function is active in this RFP and must be completed as part of the application process. The objectives are Grantee Defined.

16. In Grants Gateway, there was a place to type in a title or a name for the applicant's proposed program. In the SFS portal, is there a spot to type in such a title/name...or should applicants simply refer to any such program name in the body of any of the other responses that applicants completed when answering the Project Narrative questions?

ANSWER – There is no specific field in SFS for ‘Applicant’s Proposed Program’. Response to Question 5.4.1.c would be a good place to refer to the project name, but it can be provided in any other question where it is found to be appropriate.

17. How would OMH like applicants to calculate and/or fill in the “Your Unit Bid Price”? Will this simply be the total amount of OMH Funding that the applicant is requesting? Is it a correct understanding that the only itemization of budget lines will occur in Appendix B and Appendix B-1, uploaded in association with prompts 4a and 4b respectively? But within the SFS application data-input portal text and numerical fields, is our understanding correct that OMH is not expecting applicants to enter any “Line Bid Responses” beyond just one single aggregate line that simply sums up all line-items in the OMH Funding request?

ANSWER – Applicants must enter an amount in the ‘Your Unit Bid Price’ field. It is a required entry in order to submit an application. This would be the amount that is being requested in grant funding for this RFP. Please do not click on the Bid icon. The budget is completed through the submission of the Appendix B/Budget and Appendix B1/Budget Narrative documents uploaded in response to questions 4a and 4b.

18. Regarding the “Your Unit Bid” price textbox requiring a number, which figure would OMH prefer applicants to type into the box?

ANSWER – The five-year total of OMH funding requested.

19. Can the amount of beds available in the Long Island region for Nassau and Suffolk County please be confirmed? We had read 70 beds were available, but in the RFP itself, the breakdown was listed as 45 beds in Suffolk County and 15 beds in Nassau County.

ANSWER – 70 beds are available for award in the Long Island Region. The numbers identified above are those that will be prioritized for award. If applications are received requesting the numbers identified above, and additional 10 beds could go to either county based on scoring. Similarly, if the designated number of units are not requested for one of the counties identified above, the balance could be awarded to the other county.

20. If necessary, would a 3 bedroom apartment be acceptable in the Long Island Region of Suffolk County?

ANSWER – 3 bedroom apartments are strongly discouraged. Requests to deviate from the RFP and rent other than 1-or 2-bedroom apartments may be made to the field office post-award, but approval is not guaranteed.

21. Are beds eligible for RTS funding?

ANSWER – Yes

22. Since SFS portal allows only half-length responses (2,000 characters rather than Grant Gateway's 4,000 characters), can organizations attach a file to any answer that requires additional characters to responsively answer all parts of an OMH question?

ANSWER – An upload can be provided in place of responding in the text box. If using an upload, type "See Attached" in the response box. NOTE: An upload response must be clear, concise, and responsive only to the component(s) of the question posed.

23. For an organization that is already providing Tenancy Support Services (TSS), may an applicant for this Scattered Site Supportive Housing initiative plan on also providing such TSS to participants of this program? If so, then please clarify at what TSS rate, and please specify where within the budget template (or elsewhere in the application) OMH would like applicants to reflect this revenue stream toward the program's total operations? How much money are applicants advised / allowed to budget for such TSS during the start-up year and operational years after Year 1?

ANSWER – The enhancement for Rehabilitative and Tenancy Supports (RTS) is \$1200/year per bed in New York City, Long Island, and Lower Hudson. The enhancement in all other counties is \$600/year per bed. Applicants intending to participate in RTS may add the enhancement to the per bed rate outlined in the RFP in their revenue section. Applicants should articulate inclusion of the RTS enhancement in the budget narrative so it is clear to reviewers the source of the funding.

24. RFP Page 3 indicates that "individuals with a serious mental illness residing in the region who have a serious mental illness and who are high users of Medicaid Services and referred by Health Homes" are among the criteria rendering a person eligible to receive services. It also indicates that current residents of an OMH licensed Community Residence or Apartment Treatment program (meeting specified lengths of stay) are eligible. Page 17 indicates, "The selected agency will receive eligible applicants through the Housing Single Point of Access (SPOA/SPA).

Can an applicant that provides Health Home Care Management among its many services directly/internally refer a person into this Scattered Site Supportive Housing program (or must all such referrals be made to the SPOA/SPA)? Can an applicant that is an OMH-licensed Community Residence and Apartment Treatment Program provider directly/internally refer a person into this Scattered Site Supportive Housing program (i.e. via the common daisy-chain) or must all such referrals be made to the SPOA/SPA?

ANSWER – OMH has allowed providers to make internal transfers between housing program, as long as consideration for high priority referrals from the SPOA/SPA are considered as part of this process. All other applications (including those from the agency's own Health Home Care Management) must go through SPOA.

25. Please provide clarification on Section 1.2 (Awards) and the regions in which the awards will be made. Specifically, please clarify the allocation of the beds to be awarded across Suffolk and Nassau Counties. Will up to 45 beds be awarded in Suffolk County, with 15 beds separately awarded to Nassau County?

ANSWER – Assuming sufficient passing applications requesting these units are received, 45 beds will be awarded in Suffolk county based on highest score, and 15 beds will be awarded in Nassau county based on score. The remaining 10 beds would be awarded based on highest score. If insufficient passing applications are received to meet one of these thresholds, beds may be awarded in the other county based on highest score.

26. If an agency wished to apply for units in both Suffolk and Nassau counties, please provide clarity on the appropriate application process. For example, would two separate applications be required, one for Nassau and one for Suffolk?

ANSWER – Applicants may apply for units in multiple counties within the same region on one application. If applicants are applying for units in counties that span different regions, one application per region should be submitted.