



**Short-term Transitional Residence for Individuals Diagnosed with a Serious Mental Illness and Substance Use Disorder
Questions and Answers**

1. Is consideration extended to startups, with owners who have experience with managing and caring for persons with mental and physical disabilities?
 - A. Applicants must meet the eligibility criteria outlined in section 2.5.
2. How long will an organization have, once awards are made to implement the program, especially if capital funding is requested?
 - A. As noted in Section 4.3.1 Initial Awards and Allocations awarded agencies will have six (6) months from date of award to identify a viable site and twelve (12) months from the date of capital contract approval to develop a program.
3. We have a facility currently under contract with OTDA. That contract will expire on 12/31/25, and we can repurpose the facility to other needs if we choose. If we applied with this facility I mind, would it be a problem continue to operate it until the end of the contract? I assume we could be fully prepared to commence rehabbing the facility in January, 2026.
 - A. See the response to Question 2.
4. The RFP states that the model is intended to be short-term, and that housing staff should work with community support teams to assist individuals in securing housing placement within 120 days. What if permanent housing cannot be found for a resident within 120 days? Can residents be discharged (i.e. shelter)? Will funding be continued after 120 days, if appropriate housing is not secured? And if yes, for how long?
 - A. From the time of engagement recipients are educated that this is a transitional program and the level of supports in place will provide skill development so a more independent level of housing can be secured. Individuals actively engaging in services towards a positive discharge outcome should be permitted to exceed 120 days. In those cases, the provider and team(s) should be in discussions with the OMH Field Office to collaborate in planning. It is expected that program participants be discharged to an appropriate level of housing to further support skill development and transition to a permanent setting. Funding will not be withheld for an individual requiring support for more than 120 days.
5. Does the operating funding of \$120,500 include rent? If not, what are the anticipated range of rents per unit (for NYC)?
 - A. There is no expectation of any rental revenue for this program.

6. If a resident is unable to adjust to the transitional residence and/or presents a risk to other residents or themselves, then can they be discharged?
 - A. This program is intended for individuals actively working towards a positive discharge outcome. OMH understands a period of adjustment may be necessary to engage individuals in services. However, if an individual does not wish to receive the services of this program, they should be discharged.
7. How is the vacancy factor handled?
 - A. At this time the Short-Term Transitional Residence model is a State Aid based per unit model that does not factor in vacancies.
8. What is the expectation for the referring entity (such as the hospital, RTF) to begin the longer-term housing application process prior to discharging to this transitional program?
 - A. Ideally housing applications will be started prior to admission to the STTR. Housing staff will finish the application if necessary and work with the individual to secure longer-term housing. If the housing application has not been started prior to admission, STTR staff should complete the application upon admission.
9. Is the expected staffing as described in the RFP a strict requirement or a recommendation? The RFP states that there is an acceptable staff to resident ratio of 1:10, but based on the expected staffing in the RFP, there is nearly 20.0 FTE of required staff, for what would be a maximum of 28 residents (14 units with a maximum of 2 individuals per unit). Is there any flexibility within these guidelines and the staffing ratios?
 - A. Applicants' assertion that programs serve up to 28 residents is incorrect. Programs will serve 10-14 individuals (the term unit is synonymous with individual).

OMH will entertain modifications to the requirements outlined in the RFP if those modifications provide equivalent staffing and will achieve the desired goals of the program.

10. Can this program be co-located in other housing sites?
 - A. The program can operate in a section of the building, but it must operate separate from other programs in the building as well as have distinct staff.
11. Will OMH develop a standardized needs assessment to be used by the awardees?
 - A. No, OMH expects the awardees to develop a needs assessment for their program.
12. Will OMH use a standardized computer platform to capture client/program information from the awardees?
 - A. Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS). OMH will not mandate a standardized platform for the programs Electronic Health Record (EHR).