

**2013 Request for Proposals  
New York / New York III Permanent Supportive Housing for  
Homeless Families Round Three  
Questions and Answers from  
Bidders Conference and E-mail**

Question 1     Would the start-up budget be *in addition to* proposed annual operating and support service costs of \$25,000 per unit? If so, what is the cap/percentage allowable for our start-up budget?

**Answer**       **Yes, the start-up budget would be in addition to the annual budget. The Initiative Funding Request (IFR) form, found on page 25 of the RFP, requires the start-up costs to be budgeted separately from the annual operating costs. Providers should propose a start-up budget of no more than three months of the annual budget which could include one-time only expenses such as security deposits, apartment furnishings, and staff hires.**

Question 2     Would establishing and maintaining a food pantry for residents be an allowable cost in both the start-up and annual budgets?

**Answer**       **No. Food is not an allowable start-up or annual operating cost.**

Question 3     Do we have to provide a document detailing all of our past OASAS contracts? It's not in the checklist, and presumably you already have this on file, but it was mentioned in Section G. Fiscal Viability (p. 22 of the RFP), so I wasn't sure if this was something the applicant should formally present as part of our submission.

**Answer**       **Applicants are not required to submit documentation detailing past OASAS contracts. OASAS will conduct an internal review based on information already on file.**

Question 4     On p. 8, there is a reference to an MOU with a Community-Based Prevention Program – is this referring to homelessness prevention, substance-use prevention, or something else?

**Answer**       **The MOU should be with a substance-use prevention program. A listing of OASAS funded prevention providers may be found on the OASAS website.**

Question 5     Would individuals who are in the NY/NY III program be eligible for Section 8?

**Answer**       **No, the unit cannot have two sources of rental subsidy at the same time.**

Question 6     With regard to the Phase 2 Scatter-site model, will individuals be required to sign an agreement indicating that the scatter-site unit is temporary and they will be required to eventually move to the congregate site?

**Answer**       **Yes.**

- Question 7 Is there a time line for individuals to move from the scatter-site unit to the congregate unit?
- Answer No, there is no set time line. Agencies should relocate individuals as soon as the congregate, single site building is ready for occupancy.**
- Question 8 Does the congregate building need to be in the same county as the scatter site units?
- Answer Yes. As per the Two-Phase Approach, families should remain in the same community they resided when they move to the congregate site.**
- Question 9 With regard to “in good standing”, if a newly certified agency has an operating certificate that is less than two years, will that agency be eligible to apply?
- Answer If the agency becomes OASAS certified before the application deadline of October 16, 2013, that agency will be eligible to apply. As stated on page 7 of the RFP, the definition of In good standing is, *all of a provider’s operating certificates which are subject to a compliance rating have a current compliance rating of partial (two year) or substantial (three year compliance)*. A newly certified agency would not be subject to a compliance rating, therefore, the one year certificate would not impede their ability to apply.**
- Question 10 With regard to the not-for-profit pre-qualification process, if an agency has registered through GrantsReform.gov, are they eligible?
- Answer Providers should follow the instructions on pages 4 and 5 of the RFP regarding the Grants Reform registration process. Registration and/or initiation of the pre-qualification process alone is not sufficient. Only those applicants that have *completed* the prequalification process are eligible to submit a proposal in response to this RFP. While pre-qualification through the Grants Gateway is mandatory, it is not the sole criteria for eligibility. The applicant must meet the eligibility criteria listed on pages 6 and 7 in order to be considered for this RFP.**
- Question 11 If an agency is proposing the Two-Phase approach, is an MOU with a developer required at the time of application?
- Answer No. As stated on page 7 of the RFP, for agencies that propose the Two-Phase approach, the MOU may be submitted for review and approval after the award is made.**
- Question 12 Under Format of Proposal, it states that the proposal should be double-sided. How does that apply to the MOU if it has original signatures?
- Answer A document that has original signatures may be included as a single sided document.**
- Question 13 How strict is the guideline of 15 pages for the proposal narrative?
- Answer It is strongly suggested that providers stay within the 15 page guideline as much as possible.**
- Question 14 What type of documentation will OASAS accept regarding Mandated Reporter?

**Answer** A certificate of completion which acknowledges that the individual has completed a mandated reporter training would be sufficient. A policy statement describing staff that are Mandated Reporters or a letter of intent indicating that the agency plans to have a Mandated Reporter on staff would also be sufficient. Verification of certification of a Mandated Reporter must be made available to OASAS during a site visit.

Question 15 The RFP states that the applicant must include documentation of having a process in place for complying with the criminal background check provisions of the Justice Center legislation and Part 805 of the OASAS regulations. What type of documentation will OASAS accept for this?

**Answer** Housing programs operated by OASAS certified providers are subject to the Justice Center background check requirements for employees that will have the potential for, or may be permitted, regular and substantial unsupervised or unrestricted physical contact with individuals in an OASAS housing program. This means programs are also required to check the Justice Center's staff exclusion list. Successful applicants will be expected to have policies and procedures detailing how they will comply with these requirements.

Question 16 Does the annual budget and start up budget need to be submitted on separate pages, or should they be on the same page?

**Answer** The annual budget and start up budget should be submitted on the same page. The Initiative Funding Request (IFR) form, found on page 25 of the RFP, includes two separate columns for the annual and start-up budget.

Question 17 Do attachments need to be paginated?

**Answer** No.

Question 18 Does the target population include a mental health requirement?

**Answer** No.

Question 19 Is the chronically homeless definition the same as the HUD definition?

**Answer** No. Chronic homelessness is defined in the NY/NY III Agreement as follows:

- A single adult who has spent at least two years of the last four years in a homeless shelter or living on the street
- A single adult who is disabled and has spent at least one of the last two years in shelter or living on the street
- A family which has lived in a homeless shelter for at least 365 days of the last two years, not necessarily consecutively.

Question 20 Is the chronically homeless definition the same for singles as it is for families?

**Answer** Refer to the answer above.

Question 21 What is meant by at risk of homelessness?

**Answer** A family would be considered at risk of homelessness if they are facing eviction, no subsequent residence has been identified and they lack the resources or support networks needed to obtain other permanent housing.

Question 22 Where will referrals come from?

**Answer** The referral process includes the electronic submission of the supportive housing application (HRA 2010e form) to Human Resources Administration (HRA). HRA will forward the form to the Department of Homeless Services (DHS), who will then arrange for an assessment interview with the housing provider. DHS will refer three candidates for each available apartment; the provider must choose one.

Question 23 Are reverse referrals allowed? Can a provider refer an individual to HRA?

**Answer** Yes.

Question 24 With regard to Housing Quality Standards, does OASAS conduct the inspections on the units?

**Answer** No. The provider agency is responsible for ensuring that the apartments meet HUD's Housing Quality Standards. Awarded agencies will be provided with the appropriate forms necessary to conduct the inspection. If a provider owns the building, the inspections must be completed by an outside entity.

Question 25 Can the units be part of a larger building?

**Answer** Yes.

Question 26 Would OASAS consider Housing Preservation and Development (HPD) an acceptable agency or partner for capital funding?

**Answer** Yes.

Question 27 What if a family does not want to move from the scatter-site to the congregate site?

**Answer** As stated on page 15 of the RFP, agencies that use the Two-Phase approach must clearly explain the process to the families so that they are aware of the plan to relocate from the scatter-site unit to the single-site building. The head of household should sign an agreement with the provider which acknowledges their understanding of the Two-Phase approach.

Question 28 What if the family wants to exercise tenant rights, and not move -- will that hold up the subsidy?

**Answer** This program is funded with state aid monies, and providers will continue to receive funding on a quarterly basis. Providers are obligated to rent the number of congregate units under their contract. If a family refuses to leave the scatter-site unit, that unit will not be counted toward the contracted number and cannot be subsidized with funding through this RFP.

Question 29 With regard to the Two-Phase approach, is there a restriction as to how many buildings that the scatter-site units are in?

**Answer** No.

- Question 30 Of the units awarded through Round 1 and Round 2, how many are still scatter-site?
- Answer The majority of the units awarded in Round 1 and Round 2 are still in a scatter-site setting.**
- Question 31 Is there an expectation of overnight coverage for the scatter-site units?
- Answer No, however, overnight coverage is expected at the congregate site (Phase II).**
- Question 32 Will programmatic procedures be the same for participants living in a scatter-site as those living in a congregate site?
- Answer Yes.**
- Question 33 Can you confirm the program size?
- Answer Applicants may propose a program size that falls within the range of no fewer than 10 as the minimum and no more than 15 as the maximum.**
- Question 34 Are tenants allowed to “turnkey” in the congregate building?
- Answer Tenants would be allowed to turnkey as long as the provider can rent another unit in the congregate building in order to meet their contractual obligation.**
- Question 35 How do you anticipate serving a population that is anticipating family reunification? What if the reunification has not occurred before the 2010e referral form is completed?
- Answer If the reunification has not occurred at the time of referral, they would not be considered a family, and would not be eligible under Category G.**
- Question 36 Will it be sufficient to include the most recent Financial Statements for one year?
- Answer Yes, the most recent audited Financial Statements should be submitted.**
- Question 37 Are adult families without children eligible for this housing program?
- Answer Yes; however as stated on page 14 of the RFP, programs should consider no more than 2 units for adult families.**
- Question 38 Who would be considered the head of household in an adult family?
- Answer The adult who identifies themselves as the head of household would be considered the head of household.**
- Question 39 Can you clarify the requirement on page 19 regarding outpatient treatment services and medically assisted treatment services?
- Answer Applicant agencies should be able to directly provide outpatient treatment and medically assisted treatment services. If the applicant agency is not certified to provide these or does not have a program suitable to particular residents, the agency should have the appropriate memorandum of understanding(s) in place with other certified providers capable of providing such services.**
- Question 40 What do you mean by medically assisted treatment?

**Answer**      **Medically assisted treatment refers to methadone, buprenorphine and other medication-assisted treatment for substance use disorders.**

Question 41    Are there any specifications regarding fringe?

**Answer**      **No. The RFP includes sample budget guidelines, however, applicant agencies may propose an alternate budget. In any case, the budget must not exceed \$25,000 per unit.**

Question 42    On page 15, it states that proposed staffing and anticipated costs should be described for Phase I and Phase II. For agencies that are proposing the Two Phase Approach, will they have to submit two budgets?

**Answer**      **No, only one budget should be submitted. If proposing the Two Phase Approach, the budget form should reflect the expenses necessary to operate the program under Phase I. Applicants should provide narrative that outlines an estimated budget for when the program will move to the congregate site (Phase II). If necessary, the budget may be renegotiated at that time.**

Question 43    Will applications submitted for the geographic preference receive a higher score?

**Answer**      **No. Bonus points will not be given to applications that are submitted for the geographic preference areas. All applications will be scored using the same evaluation tool. Successful applications must receive a passing score of 70. While no bonus points will be awarded, preference will be made to award 20-30 units in Richmond (Staten Island) and Queens Counties, both of which are underserved areas.**

Question 44    Could you please answer whether there is a minimum font size for the Proposal Narrative and whether tables within the narrative can be single-spaced?

**Answer**      **There is no minimum font size. Tables may be single-spaced.**

Question 45    If a family has a Section 8 voucher, can this funding be used to supplement the supportive services the family will receive through this project?

**Answer**      **No. A Section 8 voucher is a rental subsidy and the operating budget for the NY/NY III Family Initiative includes funding for a rental subsidy. Individuals in the NY/NY III Family program cannot receive a rental subsidy from two different sources.**

Question 46    If a client is ineligible for public assistance but has unstable employment resulting in negligible contributions to the rent, is there any funding available to make up for such shortfalls?

**Answer**      **Providers may find that there will be monies unexpended in some budget lines contained in the annual operating budget. With approval from the OASAS Housing Bureau and Field Office, providers may expend those monies in areas where they have identified a shortfall.**

Question 47    Can an agency submit two applications? If so, what guidelines are there, if any?

**Answer**      **As stated on page 8 of the RFP, proposers may submit only one proposal for this initiative.**

Question 48 Do we have to combine/mix adult families along with families with minor children, or can we only serve one or the other?

**Answer** **Providers should not propose a program that would serve only adult families. Providers may propose a program that would serve a mix of adult families and families with minor children; however, as stated on page 14 of the RFP, programs should consider no more than two units for adult families.**

Question 49 Will OASAS provide the leasing agreements or does the agency have to supply these documents?

**Answer** **OASAS will provide sample lease agreements which agencies may use as a guide.**

Question 50 Are we responsible for alternative care and/or placement of minor children when the head of the household leaves the home due to incarceration, treatment, or other factors? Can you please explain this requirement as per #5 on page 19 in the RFP in greater detail?

**Answer** **Yes. As part of an emergency or safety plan, providers should outline the process which will identify the placement children in the event the head of household leaves the home. The placement of children may be with other family members, or if necessary, providers should work with the Administration for Children Services.**

Question 51 Is there a start-up phase/time-frame for scatter-site development?

**Answer** **It is expected that the program will rent the scatter-site units within six months of receiving the contract.**

Question 52 If we are in the process of exploring a relationship with a builder, to what extent does that relationship have to be established when we apply for this RFP?

**Answer** **Applicants may partner whenever possible with a project developer. Applicants should describe whether the project developer has secured capital funding or describe the status of any capital funding applications that have or will be submitted to the capital funding agency.**

Question 53 Do we have to have a MOU accompany the application if we are exploring a linkage with a builder?

**Answer** **No. The MOU is required at the time of application only for those applicants that are proposing to place families directly into the congregate setting.**

Question 54 Regarding the linkage with a builder: On page 7 of the RFP it states that “the MOU may be submitted for review and approval after the award is made;” however, on page 16 it states that if the following question as per # 7 (“If applicable, did the applicant include a MOU with a developer”) is answered “NO” the application “will be immediately disqualified from further consideration without exception.” Please clarify as there appears to be a conflict.

**Answer** **Threshold Review Criteria #7 on page 16 is applicable only to applicants that are proposing to place families directly into the congregate setting. Applicants that are proposing the Two-Phase approach would not be subject to criteria #7, and may submit the MOU for review and approval after the award is made.**

Question 55 On page 3 of the RFP it states that “applicants may apply for capital funding directly with OTDA, HCR...or may partner, whenever possible, with a project developer that has secured or is in the process of securing capital funding;” however, based on the information provided by our contact, Brett Hebner (same contact listed in the RFP) there are no developers with funding on Staten Island. Therefore: a.) Would you be able to provide a list of approved developers? Or b.) Where can we obtain such a list, if one exists? And finally c.) If there are no approved developers on Staten Island, does this rule out the two phase option for applicants?

**Answer As stated on page 3 of the RFP, providers may also contact NYS Homes and Community Renewal (HCR) for questions regarding how to apply for capital funding, or who to partner with as a project developer. In addition, as indicated in Question #26 above, Housing Preservation and Development would also be a resource for capital funding.**

Question 56 If the only suitable one-site building available consists of studios and one-bedroom apartments, can that be acceptable as a site?

**Answer No. The building should include units large enough to accommodate families with multiple children.**