

## **Transitional Safety Units Scope of Work**

### **Problem Statement**

Safe and stable housing is essential to support long-term recovery from a substance use disorder (SUD). This is especially true for individuals who have engaged in SUD treatment or who have a history of SUD and are exiting the criminal justice system. If permanent supportive housing is not immediately available, it can create a barrier to success in maintaining recovery and staying actively engaged in supportive services. An interim place to call home and receive supportive services while permanent housing is located is an essential anchor for effective work with the SUD population.

The New York State Office of Addiction Services and Supports (OASAS) is a recipient of Substance Abuse Prevention and Treatment (SAPT) Block Grant funding from the Substance Abuse and Mental Health Services Administration (SAMHSA). Funding for this initiative is provided through the SAPT Block Grant as part of the American Rescue Plan Act (ARPA).

This funding opportunity will allow OASAS Permanent Supportive Housing Providers to offer short-term housing for individuals with SUD experiencing homelessness, while waiting for a permanent housing unit. Allowable use of funds include: rental subsidies at the county level fair market rent (FMR) or actual cost, whichever is lower, for a studio or one bedroom apartment, security deposits, furnishings and turnover expenses associated with the unit, and supportive services (ex. Case manager) program staff of up to 1.0 FTE. The number of units available to each provider is dependent upon the current contractual capacity of the OASAS Housing program(s).

### **Goals of the Project**

The goal of this initiative is to provide short-term supportive housing for individuals with SUD who are experiencing homelessness and cannot currently access permanent housing. The specific target population(s) for these units are individuals with SUD who are homeless or at risk of homelessness and exiting a residential treatment program and/or those with a history of SUD who are exiting the criminal justice system. Individuals in other circumstances may be deemed eligible for the program as long as they meet the first two criteria: homeless and have an SUD diagnosis. OASAS must approve any other circumstances on a case-by-case basis.

Allowable expenses for this program include rental subsidies, funds for furnishing and cleaning the apartments during a tenant transition, and funds for a supportive services staff person. All expenses must be clearly justified. Details on these allowable expenses are as follows:

- Rental subsidies: for a studio or one-bedroom apartment at the county level FMR established by HUD, or actual cost, whichever is lower. The list of relevant FMRs for identified counties is attached.
  - Providers may request funding for as many Safety Units as they believe they can support up to their identified maximum number of units, which is dependent upon the current contractual capacity of their OASAS Housing Program(s). The need for the Safety Units must be demonstrated, and the provider must also demonstrate their ability to maintain occupancy in these

units. OASAS will review the Letters of Inquiry and budgets submitted and will approve based on appropriateness.

- Security deposit: no more than the equivalent of one month's rent at FMR. Per the New York State Housing Stability and Tenant Protection Act of 2019, landlords may not charge more than one month's rent for security deposit.
- Furniture: A one-time only purchase of furniture, for no more than \$3,000 per apartment.
- Turnover expenses: including cleaning and replacing household items as needed, are allowable up to a total of 10% of the annual amount of rental subsidy funding per year.
- Staff: 1.0 FTE staff person to provide case management/supportive services to the Safety Unit tenants and other housing program participants. The maximum allowable funding under this SAPT initiative for NYC and Long Island providers per FTE is \$55,000, the maximum allowable funding under this SAPT initiative for providers per FTE in all other counties is \$45,000.
  - If a provider does request funding for a supportive services staff person as well as Safety Units, the expectation is that the staff person's caseload includes the tenants residing in the Safety Units.

These units may be eligible to become turnkey for tenants. However, funding for furniture and security deposit is a one-time allowance. If an apartment becomes turnkey, providers are responsible for furnishings and security deposits of any subsequent unit.

It is expected that standard supportive housing services, including but not limited to case management, are provided to the tenants. Specifically, case management should be provided to assist the tenant in quickly securing permanent housing.

These units are designed to provide supportive housing for no more than one year, with the ideal target of six to nine months, as the individual pursues permanent housing. Within a year, individuals must transition to another living situation. The subsequent housing is not required to be provided by the same housing provider.

To be eligible for this funding, an organization must be an existing OASAS Permanent Supportive Housing provider that provides one of the following types of housing:

- Empire State Supportive Housing (ESSHI)
- New York/New York III
- Parole/Re-entry Housing
- Permanent Supportive Housing (Upstate PSH)
- Permanent Supportive Housing High Frequency Medicaid (MRT)

Permanent Supportive Housing Providers must be up to date on all relevant Housing reporting requirements and must not have a current Corrective Action Plan in place. To receive funding for transitional safety units, providers must demonstrate the need for these units and illustrate readiness to obtain and occupy these units by completing the attached budget narrative.

To receive funding for this program, providers must submit a Letter of Inquiry and a completed budget form. The letter must demonstrate the need for the number of Safety Units

requested, as well as demonstrate provider readiness for the start-up of those units. The budget must identify all costs and justify each line item.

Providers who currently have operational Transitional Safety Units are eligible to apply for additional units, and/or to receive the increased funding available for furnishing, security deposits, turnover expenses and support staff.

### **Objectives of the Project**

- Housing Provider will establish Transitional Safety Units to provide safe, temporary, supportive housing for individuals as they pursue permanent housing.
- Housing Provider will report to OASAS on occupancy of transitional safety units monthly.
- Housing Provider will move tenants to permanent housing or other appropriate level of care within 12 months.

### **Deliverables**

- Deliverable #1: Provide copies of addresses and leases to OASAS
- Deliverable #2: Submit data reports monthly

### **Administration**

- Transitional Safety Units will be maintained in line with all operating standards of all other OASAS Supportive Housing Programs, as defined by the current [OASAS Housing Guidelines](#), including but not limited to abiding by Housing First principles and ensuring that all apartments are in compliance with the Medicaid Home and Community-Based Services Setting rules.
- Providers will submit a Letter of Inquiry
- Providers must complete the budget narrative and demonstrate need for Transitional Safety Units.
- Providers will follow appropriate invoice processes.
- Providers will provide addresses and copies of leases for new apartments to OASAS.

### **Timeline**

Month 1:

- Submit Letter of Inquiry
- Submit budget and completed budget narrative

Months 2-3:

- Establish contract with OASAS
- Submit leases and addresses of apartments to OASAS
- Submit receipts to OASAS for security deposit payments and furniture purchases

By end of month 3:

- Identify tenants and move into apartment

## Reporting

Providers are expected to participate in standard OASAS Housing Data Monthly Reporting and Rental Reporting, with the additional requirements of tracking/reporting:

- Tenant's previous housing
- Tenant's reason for requiring a Safety Unit
- Tenant's housing when exiting transitional safety unit

**HUD Fair Market Rents – 2022 – by NYS County**

<b>County</b>	<b>Studio FMR</b>	<b>1-BR FMR</b>
Albany	\$890	\$991
Allegany	\$569	\$613
Bronx	\$2,018	\$2,054
Broome	\$634	\$668
Cattaraugus	\$614	\$618
Cayuga	\$633	\$677
Chautauqua	\$518	\$613
Chemung	\$738	\$743
Chenango	\$525	\$638
Clinton	\$682	\$686
Columbia	\$790	\$860
Cortland	\$697	\$723
Delaware	\$647	\$651
Dutchess	\$1,033	\$1,107
Erie	\$774	\$812
Essex	\$691	\$739
Franklin	\$518	\$679
Fulton	\$653	\$692
Genesee	\$560	\$686
Greene	\$725	\$832
Hamilton	\$677	\$682
Herkimer	\$676	\$680
Jefferson	\$786	\$899
Kings	\$2,018	\$2,054
Lewis	\$647	\$658
Livingston	\$727	\$828
Madison	\$694	\$781
Monroe	\$727	\$828
Montgomery	\$692	\$696
Nassau	\$1,372	\$1,695
New York	\$2,018	\$2,054

<b>County</b>	<b>Studio FMR</b>	<b>1-BR FMR</b>
Niagara	\$774	\$812
Oneida	\$676	\$680
Onondaga	\$694	\$781
Ontario	\$727	\$828
Orange	\$1,033	\$1,107
Orleans	\$727	\$828
Oswego	\$694	\$781
Otsego	\$723	\$734
Putnam	\$2,018	\$2,054
Queens	\$2,018	\$2,054
Rensselaer	\$890	\$991
Richmond	\$2,018	\$2,054
Rockland	\$2,018	\$2,054
Saratoga	\$890	\$991
Schenectady	\$890	\$991
Schoharie	\$890	\$991
Schuyler	\$612	\$626
Seneca	\$682	\$686
St. Lawrence	\$594	\$677
Steuben	\$623	\$651
Suffolk	\$1,372	\$1,695
Sullivan	\$656	\$791
Tioga	\$634	\$668
Tompkins	\$1,053	\$1,127
Ulster	\$938	\$1,060
Warren	\$715	\$850
Washington	\$715	\$850
Wayne	\$727	\$828
Westchester	\$1,353	\$1,566
Wyoming	\$572	\$575
Yates	\$571	\$686

HUD FY2022 Fair Market Rents Source:

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn)