

**2009 Request for Proposals
Re-Entry Scatter-Site Permanent Supportive Housing Initiative
for Parolees in New York City**

Questions and Answers

**Questions 1-19 – Raised at December 21, 2009 Bidders Conference
Questions 20-27 – Submitted Prior to Bidders Conference**

Question 1 Is a two-bedroom apartment for two single adults an acceptable configuration?

ANSWER: No. OASAS intends for the apartment to be an individual's permanent home, therefore, placing two unrelated adults in the same apartment does not promote a sense of permanency.

Question 2 Is only one grant going to be awarded?

ANSWER: Yes. Due to the limited amount of money, only one award will be issued during this round.

Question 3 Is the definition of homelessness for this proposal different than the definition from HUD?

ANSWER: Yes. The definition of homelessness in this housing program will not be as narrow as HUD's definition. In the parole process, individuals must show that they have a place to live. This program is intended to place individuals who do not have secure or permanent place to live upon release, or can only identify a residential setting that is not supportive of recovery, such as a setting where other adults are actively using. An individual will not have to spend the night in the shelter, or come directly from the streets in order to be placed in this housing program.

Question 4 Is OASAS looking for direct referrals from parole to the program?

ANSWER: Yes. The target population for this housing program is men and women who have gained parole as a result of resentencing due to the drug law reform legislation. All referrals will come directly from parole. Referral protocols will be developed between OASAS and the Division of Parole prior to this program becoming operational. The agency may exercise clinical judgment when accepting referrals into the program.

Question 5 Do the apartment units need to be located in the same community as the treatment program?

ANSWER: The scatter-site housing should be located within reasonable proximity to the treatment program, with access to public transportation.

Question 6 The RFP states that agencies must directly provide a liaison with parole. How does the parole liaison affect the budget?

ANSWER: The budget for this program includes clinical supervision of the case management staff. The clinical supervisor may serve as the parole liaison, or the agency may use an existing staff person to fill this role.

Question 7 Are the one-time only costs the same as the start-up costs?

ANSWER: Yes, the one-time-only costs are the same as start-up costs. These costs represents the expenses that need to be incurred prior to the actual operation of the program such as purchasing furniture, securing leases, and staff-related costs, including hiring and equipment. It is expected that the award recipient will spend monies that are one-time-only costs during the start-up period (generally the two- to three-month period prior to the actual operations date).

Question 8 The RFP states that the start-up budget should not exceed 25 percent of the annual budget, yet the \$99,000 of one-time only costs exceeds 25 percent of the annual budget. Please clarify.

ANSWER: Generally, start-up costs are limited to 25 percent of the full annual operating budget. However, OASAS recognizes in this instance that the one-time costs may exceed that amount due to the nature of the procurement. As a result, OASAS is making available up to \$99,000 for the one-time-only start-up costs. The awarded agency should spend as much of the one-time only costs as soon as possible.

Question 9 Can the “fillable” forms be submitted electronically, or scanned as a pdf file, and submitted electronically?

ANSWER: No. The “fillable” forms are available only for the convenience in completing the application. All applications must be submitted by hard copy to OASAS’ Bureau of Financial Management at 1450 Western Avenue, Albany, NY 12203-3526.

Question 10 Do the one-time only costs include staffing?

ANSWER: As reflected in the answer to Question 7, initial staffing costs are considered part of start-up; the awarded agency should hire staff as soon as possible.

Question 11 Is there a place in the budget that allows for identifying the leveraging of additional funds?

ANSWER: There is no section for leveraging; agencies may include leveraging resources if they choose to identify additional service components of the program that will be supported by funds from another source.

Question 12 Are there issues with creating a program just for women?

ANSWER: This RFP seeks to fund a PSH Program for those individuals who have gained parole due to resentencing as a result of drug law reform. Therefore, this first program award must serve a population reflective of current parole demographics – approximately 85 percent of current parolees are men. It is possible in subsequent rounds of Re-entry PSH that there will be sufficient monies available to fund a specific program designed for women/women and children.

Question 13 Will the second round include monies exclusively for families?

ANSWER: OASAS expects to encourage apartment distribution in future rounds of this RFP that will accommodate families. It is not as yet determined whether subsequent rounds of this RFP will seek the development of a discreet program only for families.

Question 14 How does someone being sent to a residential program fit with this housing program?

ANSWER: This RFP identifies an OASAS-certified provider as an agency which operates either a residential treatment program or an outpatient treatment program. The Re-entry PSH Program is permanent housing, not certified transitional housing.

Question 15 When will the second round be released?

ANSWER: Should additional funding be identified for this purpose, OASAS may release a second round of this RFP in the future.

Question 16 How much money will be included in the second round?

ANSWER: Funding for a second round has not yet been identified.

Question 17 Will you give feedback to those agencies that don't get awarded as a result of this first round RFP?

ANSWER: Upon request, OASAS will provide feedback on unsuccessful proposals.

Question 18 If an agency has multiple PRU's, how should it identify the PRU for this RFP?

ANSWER: When determining which PRU to identify, providers should keep in mind that one of the threshold criteria states that "The specific PRU identified for funding under this RPF has not been flagged in IPMES for the last fiscal year an IPMES report has been generated." Providers should identify a PRU accordingly. In addition, the PRU that is identified should be in reasonable proximity to the neighborhood where the PSH Program will be located.

Question 19 Can other parolees who qualify be placed in this program, or do they have to be a direct referral from the Division of Parole?

ANSWER: Please refer to the answer to Question 4. All individuals placed in this housing program will be parolees, released from state prison as a result of resentencing that is part of the drug law reform.

Question 20 If the agency awarded this contract already works with the parolee population, can that agency self refer into the Supportive Housing program?

ANSWER: This initiative is part of the OASAS Drug Law Reform. The target population for the Re-Entry Permanent Supportive Housing is men and women who have successfully gained parole due to resentencing. It is critical that these individuals be placed immediately into permanent supportive housing upon release from state prison. The agency awarded this contract will be obligated to comply with referral procedures that will be developed jointly by NYS OASAS and NYS Division of Parole. The awardee will assess all referrals and make clinical decisions as to the appropriateness of the placement.

Question 21 Where will this population be referred from - specifically, what part of the criminal justice system are they being released from – in-prison treatment, parole treatment programs or directly from prison?

ANSWER: Referrals will be made by the Division of Parole. All parolees who will be referred will have been resentenced as a result of the drug law reform legislation.

Question 22 Will the Agency awarded the contract have any discretion over the referrals received based on the types of convictions e.g. sexual assault, felonious assault, arson?

ANSWER: The agency awarded the contract will complete a history and admission, which will determine that the prospective participant is appropriate for this level of care. If during this process, the agency determines that the referral is inappropriate, the agency is not obligated to accept such a person into the housing program. The agency is obligated to work with the community parole office to identify an alternative placement.

Question 23 Are there any parameters that the agency must or cannot incorporate into their eviction process?

ANSWER: In terminating assistance to an individual participating in the program, the agency must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:

- **Written notice to the participant containing a clear statement of the reasons for termination;**
- **A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and**
- **Prompt written notice of the final decision to the participant.**

Question 24 Is this program supported by the Shelter Plus Care program and are there any HMIS reporting requirements?

ANSWER: **The Re-entry Housing Program is separate and apart from Shelter Plus Care or any other HUD-funded program. This program will be completely funded with OASAS state aid monies. The awarded agency will not be required to report data to HUD’s Homeless Management Information System (HMIS).**

Question 25 What are the provisions in place to assist the parolees housed through this program if funding is eliminated after one-year?

ANSWER: **At this time, the funding commitment for the Re-Entry Housing Program includes funding for a fully annualized program. This is not a grant program which has time limits. This initiative, similar to the OASAS New York/New York III Homeless Initiative, reflects an ongoing commitment by the State to provide these services.**

Question 26 Could you clarify whether OASAS expects the provider agency to hold leases for all apartments funded through this grant? There seems to be a discrepancy in the RFP between pages 2 and 5; on page 2 (in part I, “Introduction”), the RFP states that part of the OASAS PSH Model is that “the provider agency holds a lease from a private landlord,” while on page 5 (in part IVb, “Support Services”), the RFP seems to indicate that cases may be allowed “where the client is the primary lease holder.”

ANSWER: **In the beginning, the provider agency should hold the lease with the landlord, and program participants should sign an Occupancy Agreement with the provider agency. When the client’s income becomes sufficient enough to pay the rent without subsidy, the agency may “turn key” the apartment, and have the lease placed in the client’s name. The agency would then execute a lease for a replacement apartment either with that landlord or another landlord.**

Question 27 Could you clarify whether applicants must possess a Part 819 *Chemical Dependence Residential Services* operating certificate and Part 822 *Methadone Treatment Program* operating certificate to apply for this grant? On page 3 (in part IVa), the second to third paragraphs seem to indicate that this grant opportunity is open to all organizations with either a Part 819, Part 822, or Part 828 operating certificate, while the paragraph at the bottom of the page (beginning with the “OASAS Certified” subheading) indicates that “eligible applicants must possess operating certificates issued by the OASAS Commissioner to engage in

the provision of *Chemical Dependence Residential Services* as defined in Part 819, *Chemical Dependence Outpatient Services* as defined in Part 822, **and** *Methadone Treatment Programs* as defined in Part 828 of the *Official Compilation of Rules and Regulations* of the State of New York.” The latter statement seems to limit this opportunity to only organizations with all three licenses, while the statement in the section above it seems to open it to organizations that have at least one of these licenses. Please indicate which is correct.

ANSWER: Eligible applicants need to possess only one of the operating certificates as defined in Part 819, Part 822 or Part 828.