

**2012 Request for Proposals
New York / New York III Permanent Supportive Housing for
Homeless Families Round Two
Questions and Answers**

Question 1 On page 1 of the NY/NY III Permanent Supportive Housing for Homeless Families RFP it is written under Eligible Applicants that eligible applicants are "...outpatient treatment programs and/or opioid treatment programs in NYC who have demonstrated successful experience working with homeless families **and managing permanent supportive housing programs.**" However, within the RFP, Section II A. Eligible Applicants, page 6, does not indicate that current management of a supportive housing program is a prerequisite. Section VI, Application Review Criteria, A. Threshold Review Criteria, page 20, refers to section II A. Can an agency that does not currently operate a permanent supportive housing program, but can demonstrate that key staff have experience in managing supportive housing programs and other residential facilities obtain funding through this RFP if all other conditions are met?

Answer Please refer to the Evaluation Criteria listed on Page 21 of the RFP. Criteria A2 speaks to the applicant's successful experience managing permanent supportive housing for persons with substance use disorder, which is worth 15 points. OASAS will award points based on the applicant agency's ability to demonstrate their success in this criteria. Applicants should also keep in mind that OASAS will consider applications submitted as a partnership between OASAS-certified treatment agencies and family housing agencies.

Question 2 The RFP states that "OASAS strongly encourages proposals for housing from Brooklyn, Queens, and Staten Island." Are these locations a preference or a mandate in order to be eligible for the funding? Is housing location a part of the Evaluation criteria for funding?

Answer There is no mandate with regard to geographic area. The reason geographic location is listed as a priority area is due to the current minimal OASAS housing portfolio in these three boroughs. OASAS will identify successful applicants based on the highest ranking score, and awards will be made until all of the funding for this RFP is committed.

Question 3 OASAS encourages proposals for programs that target non-traditional families or families with special needs. Can the terms non-traditional families and families with special needs be defined more clearly?

Answer The target population is for families that include a parent and at least one child under the age of 18. Non-traditional families include single-parent families, intergenerational households, blended families and families with same-sex parents. Special needs include co-occurring psychiatric problems; chronic medical conditions, such as HIV/AIDS; and children with developmental disabilities.

Question 4 Does OASAS have guidelines regarding non-custodial parents?

Answer OASAS is open and flexible to reunified connections that will meet the needs of the parents and kids. Agencies should consider whether it is a positive or negative impact on the individual and exercise programmatic judgment.

Question 5 The application asks for a letter of support from DOHMH, is there a specific person at DOHMH we should contact? What is their contact information?

Answer Applicants may contact the NYC Department of Health and Mental Hygiene as follows:

- Agencies that have housing contracts should contact Gail Wolsk, Acting Director, Office of Housing Services
- All other agencies should contact either Adam Karpati, M.D., Executive Deputy Commissioner for Mental Hygiene OR
- Luke Bergmann, Director of Recovery, Bureau of Alcohol & Drug Use Prevention, Care and Treatment

Question 5 Who should agencies contact for a Letter of Support from the NYC Continuum of Care?

Answer All requests for a Letter of Support from the NYC Continuum of Care should be sent to Aledia Valentin (avalenti@dhs.nyc.gov) by FRIDAY, AUGUST 31ST. Mailing address is:

NYC CoC
c/o CUCS
198 E. 121st Street
New York, NY 10035

The following information should be included with your request:

- Name of Contact Person
- Agency Name
- Program Name
- Agency Address
- Contact Phone Number

Question 6 For single site operations, the RFP states that the money will be reduced. Can you clarify this?

Answer Funding will be reduced if the cost analysis shows that the program incurs less cost to operate after participants are transferred into the single site. Agencies should submit a budget for this, including all debt services, maintenance services, operation services, etc. The budget should stay within \$25,000 per unit.

Question 7 Regarding site control, what is the parameter if an agency does not own the building?

Answer A long-term lease of at least 20-30 years would suffice.

Question 8 What if an agency has a building that will not be ready for occupancy for three years and needs to utilize the Phase Model?

Answer Agencies should submit a plan and include details about where families will be placed. The Phase I scatter-site units should be located near the potential building. It is preferable for applicants to include an agreement with management companies, landlords or developers to help locate Phase I units. It is not required that the applicant identify a specific building with a street address, however, if the applicant has identified a specific building, that information should be included in the proposal.

Question 9 Do leases need to be in place for the Phase I scatter-site units?

Answer No. A letter from the management company, developer or landlord showing their commitment to work with you would be sufficient.

Question 10 What happens with families who do not want to move from the scatter-site units to the congregate building? Will OASAS end the subsidy?

Answer OASAS will work with agencies to come up with a plan for those who do not want to move. The contract that OASAS will execute with a housing provider will require that all units awarded will ultimately be in the single site building. It is likely that several original tenants will gain employment and make rental contributions large enough to allow the housing agency to continue to place several families in scatter-site settings in addition to the contract award number of units.

Question 11 Will the population for this NY/NY III Family Housing be consistent with the population for the upcoming Medicaid Re-Design Team (MRT) housing?

Answer The OASAS MRT Initiative focuses on single adults. This current RFP is for at least one parent and her/his children who are homeless.

Question 12 Can the NY/NY III Family population be mixed with the MRT population?

Answer It is acceptable to use multiple populations to fill a single site building. Applicants should provide clear justification for combining populations in a single site building.

Question 13 How will the money be allocated in the operating budgets between Phase I and Phase II?

Answer The operating budget cannot exceed \$25,000 per unit. All units, whether scatter-site or single site will be capped at that spending limit. For example, 10 units awarded x \$25,000 per unit = \$250,000 annual budget cap.

Question 14 Can you clarify the partner applications?

Answer OASAS will allow partner applications. An agency that has experience in housing can partner with an agency that has experience providing services. The contract will be made between OASAS and the OASAS-certified provider. The OASAS-certified provider must serve as the lead agency in any partnership application. The experience of both partners should be discussed in the RFP. For example, if

one agency works with families and substance users, while the other's specialty is housing services for singles, a description of both agencies' experience must be included in order to provide the full scope of the program.

Question 15 Is the RFP limited to 60 units?

Answer The RFP will support at least 60 units. Agencies can apply for units in blocks of five, with no fewer than 10 as the minimum and no more than 15 as the maximum. Agencies should only apply for the number they want. If necessary, OASAS will make adjustments in the number of units awarded, not to exceed five. Awards will be made until the \$1.5 million is committed.

Question 16 Must a provider have a specific certification to be eligible to apply?

Answer There is no mandate on the type of certificate that an agency must have. Agencies that are certified under Part 819 (Chemical Dependence Residential Services); Part 822-4 (Chemical Dependence Outpatient Treatment Programs) or Part 822-5 (Opioid Treatment Services) are eligible to apply.

Question 17 Do the apartments need to be located in the same borough as the agency's services?

Answer No, however, agencies need to make sure that the families have access to services. Agencies that do not operate services in that borough should include a Memorandum of Understanding (MOU) with a treatment service provider that is located in that borough. Services must be provided either directly or through a MOU. Agencies should also make sure that the families have access to methadone treatment programs, where indicated.

Question 18 Can families be placed in a building that is already approved and designed to house NY/NY III single adults?

Answer The NY/NY III Family RFP speaks to two and three bedroom apartments. If the building can accommodate two and three bedroom apartments, you can place the families in that building.

Question 19 Would one bedroom units make sense?

Answer The average size of a family living in a family shelter includes at least two kids, which is why the RFP describes the need for two and three bedroom apartments. If an agency encounters a situation with a pregnant woman or a mother with an infant child, a one bedroom unit would be acceptable.

Question 20 What is OASAS' expectation for the single site to be developed?

Answer The single site building should be available for occupancy in what is considered the normal development time frame in NYC.

Question 21 Can you clarify the expectations of the services staff?

Answer OASAS expects the agency to bring the services to the housing units. Families must have access to services during evenings and weekends. Agencies should have staff available on-call. Job development and post employment support should also be accessible.

Question 22 The budget includes money for a clinical director but not a program director. Will OASAS pay for a program director?

Answer The RFP identifies a line item for clinical supervision of the direct service staff. Agencies can put together a proposal that includes monies for a program director or other additional needs and OASAS will review that proposal.

8/27/2012