



Office of Temporary and Disability Assistance

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June 16, 2021

Dear NYSSHP Applicant:

Enclosed is a compilation of questions submitted in response to the New York State Supportive Housing Program (NYSSHP) Request for Proposals (RFP). We encourage you to thoroughly read the questions and responses as they provide clarity on topics raised by applicants.

As the application deadline approaches, we want to take this final opportunity to remind you of some significant factors related to proposals submitted under NYSSHP.

1. The application deadline is 2:00 pm July 16, 2021.
2. All applicants must be Prequalified in Grants Gateway in order for OTDA to review the application. Completed applications from organizations that are not prequalified by 2:00 pm on July 16, 2021 will not be reviewed.
3. The Grants Gateway helpdesk hours are 8:00 am - 4:00 pm, Monday – Friday. Contact information for Grants Gateway assistance is as follows: 518-474-5595 grantsgateway@its.ny.gov
4. All pieces of the application must be submitted in Grants Gateway. Answer all questions. An applicant will receive a Global Error message if an attempt is made to submit an incomplete application.
5. In order to submit the finished application, the applicant must be logged in as a Grantee Contract Signatory or Grantee System Administrator role. (Note: A single person may have more than one role in the Grants Gateway.)
6. **Applicants are strongly encouraged to finish the application and submit it well before the deadline.** It is recommended that applicants allow enough time to check for errors as described in the **New York State Grants Gateway Vendor's Quick Start Guide**. Typical errors are not answering required questions or not uploading required documents. The system will not accept an incomplete application and it will not accept applications submitted after 2:00 pm on July 16th. **Note when the clock turns 2:00 pm you will be unable to submit the NYSSHP application.**

OTDA is looking forward to receiving your applications.

Sincerely,

Karen Pierino

NYSSHP Program Manager

Section One: Combined Application Questions

- 1.1 If we are applying for funds to support units in multiple counties/CoC's, should we submit only one application that reflects all target populations and communities to be served?

Related Questions:

- We are considering applying for funding for use in units in two different counties. Would one application for both properties be allowed or preferred, or should we submit two separate applications?
- The RFP states that only one application should be submitted, even if agencies are serving multiple populations. Should an agency that is serving multiple populations in different geographic areas also submit only one application that covers all populations in all regions or should an application be submitted for each distinct region? For example, if an agency is serving families and individuals in Binghamton and individuals in Rochester, should we submit one application for all populations and regions or should we submit two applications – one for Binghamton and one for Rochester?
- Currently our agency has 4 NYSSHP grants. At one location we serve single veterans and family veterans but right now they are two separate grants, in this application can I apply for them combined?
- I have two grants that serve two transitional homes in two different locations, but both serve single veterans, can I combine those applications?
- We currently have two NYSSHP-funded projects for our agency, one for our transitional living program and another for our permanent housing program. In our previous funding cycle, we submitted two separate applications. On page 21 of the RFP, it states that applicants should submit one application per agency. How do we encompass both projects into one application?
- If we are submitting for more than one population/program, do we need to do a separate application for each program?
- If we are submitting for different geographical locations/counties but the same population, do we need a separate application for each county?
- If we are submitting for two NYS Counties and have two different populations from one County to the next, do we need a separate application for each county/population?

Answer: Wherever possible, agencies should submit one application. An agency may submit more than one application for different projects if the projects are different enough to warrant a separate application (i.e. projects in different Continuums of Care, non-adjacent counties or vastly different geographical regions).

When submitting one application encompassing multiple target populations, housing types (i.e. Permanent and Transitional), and/or geographic locations, please be sure to thoroughly discuss each program, its target population, housing type and geographic region in the Program Specific Questions section of the application.

Applications containing programs in multiple Continuums of Care (CoC) should include letters of support, documentation, and thorough responses for each participating CoC.

- 1.2 We are a current NYSSHP grantee and would like to increase our budget to cover 6 additional family units in non-HHAP building/tenant-based to be included with the 12 beds located in HHAP funded project. Is this allowable?

Answer: Agencies can apply for all eligible NYSSHP units in one application. It is not required for units to be located within a Homeless Housing and Assistance Program

(HHAP) building.

Section Two: Eligible Applicants

2.1 Can the funds be used to support an existing supported housing program? Will preference be given to new housing initiatives?

Answer: NYSSHP funding is meant to support existing housing units. As stated in the RFP Section 1.2, “Eligible applicants must manage, own, lease, or operate transitional or permanent housing or be a local social services district or unit of local government applying on behalf of a nonprofit corporation(s). Eligible applicants may apply in anticipation of units which are under construction or not yet obtained but will be operational within the contract term. These applications or units will be considered a lesser priority.”

2.2 Our organization holds leases with private building owners for several units each of transitional housing. In reading Section 1.2, are we correct in assuming we are eligible applicants even though we don't own the units, because we lease them and we do operate the programming?

Answer: In order to be considered an eligible NYSSHP project, the applicant should be the lease holder for the apartment. Pursuant to the NYSSHP RFP, the applicant must own, manage, lease or operate the housing units in which program participants reside. Services may be provided by the applicant or by another agency via a formalized agreement.

2.3 The RFP states: Verify that there is no duplication in services in units funded by NYSSHP and those funded by NYC DHS/HRA – verification may be documented by obtaining a letter from DSS that states the applicant will not receive supportive housing funds from DHS/HRA for the specified units or by clearly demonstrating that the units are ineligible for DHA/HRA funding.

Does this mean that should NYSSHP funding be requested, it cannot be used for any project in which 100% of the supportive housing units are primarily funded, through service dollars and a rental subsidy, by HRA or that we have to show that the line item, for which we are seeking NYSSHP funds, is not funded through our HRA contracts?

Related Questions:

- Our agency is located in NYC and does receive funding from DHS. The funding covers the bare minimum of service positions. Are we eligible to submit an application for additional funding to enhance the integrated health services onsite and increase the staffing structure to provide more wrap around services?
- Our agency is located in NYC and has a small transitional residence for pregnant women and their children. We do not have a contract with NYC. Can we apply through this RFP for OTDA funding for our residence? Also, we do get the rent money from our residents' TANF checks. Will we be able to continue to collect rent if we are funded under this OTDA opportunity?
- We are expecting TCO for a senior building in the next 2 months where we will be providing services through the NYC HRA's Senior Affordable Housing Tenant Services (SARA Program). SARA funds services for homeless senior units referred from HRA/DHS, which makes up 30% of total units in the building. However, we anticipate

more than the 30% of the building will have history of homelessness and need for stabilizing support services. Are we able to apply for NYSSHP to serve tenants not included in the HRA/DHS referrals?

- Q47 - FOR NYC APPLICANTS ONLY- Is this letter in addition to the required letter of support from the local DSS for Q 11 and pre-submission uploads? Do NYC applicants need two letters from DSS?

Answer: Applicants who are unsure whether the proposed units are funded by NYC DHS/HRA Supportive Housing funds should contact NYC DHS/HRA at the email address listed in the RFP. There are various HRA programs and not all of them would be considered duplication of services with NYSSHP.

As stated in Section 1.2 Eligible Applicants, “All New York City applicants must verify that there is no duplication of services in units funded by NYSSHP and those funded by New York City Department of Homeless Services (DHS)/ NYC Human Resources Administration (HRA) supportive housing funding. Verification may be documented by obtaining a letter from NYC Department of Social Services (DSS) that states the applicant will not receive supportive housing funds from DHS/HRA for the specified units or by clearly demonstrating that the units are ineligible for DHS/HRA funding. Requests for letters of support should follow the process on the DSS website linked here: <https://www1.nyc.gov/assets/hra/downloads/pdf/business/DSSLetterofSupport.pdf> .”

The required DSS letter of support is a separate upload to the verification that there is no duplication of services. Both documents should be submitted with the application.

Additionally, NYSSHP is not a rental subsidy program and it is permissible for tenants in NYSSHP designated units to be in receipt of a rental subsidy. Per Section 1.4 of the RFP, “NYSSHP is designed to provide direct services to eligible populations (see Section 1.5 Eligible Target Populations) residing in permanent or transitional housing projects managed by eligible applicants (see Section 1.2 Eligible Applicants and Section 1.3 Prequalification Requirement). NYSSHP funds support the cost of providing services designed to promote housing stability and greater independence including employability, mental/physical health stability and/or academic attainment. The support services provided should assist residents in achieving as self-sufficient a life as possible while enhancing housing stability.”

- 2.4** Are not-for-profit organizations that partnered with private developers who own Low Income Housing Tax Credit (LIHTC) housing, and provide OMH Supportive Housing services to tenants of the (LIHTC) housing development, allowed to apply for NYSSHP funds? NFP has office space on site, provides 24/7 support and oversees support services to the units designated to serve "special needs".

Related Questions:

- Can applicants use this money toward existing housing programs in conjunction with OMH Supportive Housing funds which offer financial assistance and some support services?
- Section 1.2 of the RFP states “Eligible applicants must manage, own, lease, or operate transitional or permanent housing...” Our agency operates an OMH funded, non-certified scattered-site supportive housing program. This program provides housing support to adults with a mental health diagnosis. While we do not manage, own or lease the properties (leases are in the program participant’s name), we do provide a rental stipend

as well as supportive services to help adults with a mental health diagnosis establish and maintain safe, affordable permanent housing. Are we eligible to apply?

Answer: Based on the information provided this may be an eligible program as long as it does not conflict with Section 1.7 of the RFP which states, “The provision of intensive services such as health, mental health or personal supervision that should be provided either in a state-licensed or certified residential program (e.g. community residences certified by the State Office of Mental Health (OMH), adult homes licensed by the New York State Department of Health, etc.) or by other existing state or local funding streams such as Community Support Services (CSS) funds provided by OMH.”

Please note- NYS Office of Mental Health (OMH) supportive housing (this includes SP-SROs formerly known as supported housing) that receives funds from OMH to support the units are ineligible under NYSSHP.

Section Three: Eligible Target Populations

3.1 The RFP states that a young adult is “up to age 25.” What is the youngest eligible age? For example, 16-25 or 18-25?

Answer: The eligible age for the Young Adult population in this RFP allows for youth under the age of 18 to receive support services. While youth under the age of 18 may be served, it is imperative that youth are placed in the most appropriate setting. If foster care or other more supportive environments are available or required, youth should be placed appropriately.

3.2 Our agency receives NYSSHP funding for a permanent supportive housing residence with both Family units and Single Adult units. Tenants of the residence frequently best fit the profile of the Young Adult target population at intake but come to fit the Single Adult population description better during their time in housing. We have found that the average age of the residents tends to shift with turnover.

For those who fit the descriptions of both Young Adult and Single Adult (and/or are expected to transition from the former to the latter), is there any advantage or disadvantage to choosing Young Adult or Single Adult units? Our program is largely targeted to the age group transitioning from “young adult” to “real adult” and our staff can serve this range. Would it be a better idea to pick one category or apply for both?

Answer: The Single Adult category encompasses all qualifying individuals over the age of 18. Proposals will be evaluated on appropriateness of services offered to eligible populations. Young adult services often differ from single adult services. It is permissible to apply for both populations under one NYSSHP application.

3.3 Are there any restrictions for single adult or family clients to receive NYSSHP funds that are already receiving HOME, HUD or Section 8 assistance?

Related Questions:

- Will this proposal be applicable for individuals that are on Section 8 that get discharged from a current supportive housing program but still require services without the financial support such as rental stipends? My thought is that as the agency discharges people from scattered site supportive housing, this RFP may fill the need for some case

management services so the person can still be successful living independently and remain housed.

- Are HUD “Shelter Plus Care” programs considered similar to direct participant rent and rental subsidy programs such as VASH, HOPWA, Section 8 vouchers?

Answer: As stated in the RFP Section 1.2, Eligible Applicants must manage, own, lease, or operate the transitional or permanent housing units. Applicants that lease properties from the community are eligible to apply for NYSSHP funds. Scattered site housing is permitted.

Individuals or families currently in receipt of a rental subsidy may be served with NYSSHP funds as long as the criteria in the RFP regarding eligible target populations and eligible applicants is met.

- 3.4** We currently have several supportive housing sites that receive operating support from the local COC and are committed to serving “Broad Spectrum” disabilities. Referrals come through coordinated entry. Are homeless persons with “broad spectrum” disabilities an eligible target population under this RFP? Similarly, would a family with the head of household considered someone with “broad spectrum” disabilities qualify?

Answer: Yes, individuals and/or families with ‘broad spectrum’ disabilities are eligible as long as all other NYSSHP eligibility requirements are met.

- 3.5** In Section 1.5, the RFP states “NYSSHP eligible families are those whose incomes do not exceed 200% of the federal poverty level.” Is this requirement only for families at point of intake? If a family receiving services begins to earn enough to exceed 200% of the federal poverty level, what is OTDA’s expectation with regard to ongoing services? Is the expectation that a case is discontinued if/when this change to the family’s income occurs?

Related Questions:

- On p. 5 the RFP states: NYSSHP eligible families are those whose incomes do not exceed 200% of the federal poverty level. Does that apply to new tenants only or to tenants currently in the units?

Answer: The income requirement set forth in the RFP applies to NYSSHP participants at time of intake.

- 3.6** Is it required that target populations are homeless? If so, do they need to meet the HUD definition of homelessness or is there a definition that OTDA will provide?

Answer: Yes, eligible target populations must be homeless or at risk of homelessness. NYSSHP funding is intended to support the provision of services that assist residents of supportive housing to remain stably housed so as not to enter or re-enter the homeless services system, as indicated in Section 1.1 of the RFP. NYSSHP does not use the HUD definition of homelessness or at risk of homelessness

Please note: It is the applicant’s responsibility to document whether clients living in permanent housing remain at risk of losing housing and/or entering the homeless services system and are in need of services.

Section Four: Eligible Expenses

- 4.1 Eligible services include janitorial/maintenance/housekeeping. Must these services be performed by an employee directly or can they be contracted (and included in the 80% personal support services for tenants?)

Answer: The services listed above can be performed by agency employees directly or through a contractor and are included as a direct care expense (i.e. included in the 80% direct care requirement). Please be advised that contracted services of this type are considered discretionary spending and will be included when calculating MWBE contract goals. All applications will be evaluated on the appropriateness of support services offered to eligible tenants. Applications that are requesting 100% of the NYSSHP funds in support of maintenance will not be competitive.

- 4.2 Could these funds be utilized to fund contracted employment? We are envisioning contracting with a local long-term care facility to provide personal care services to individuals in supported housing who are aging in place.

Answer: Per the RFP Section 1.6 Eligible Services and Costs, NYSSHP funds can be used for contracted services. Please note that contracted services may be considered discretionary spending and therefore included when calculating MWBE contract goals unless the contractual agency is a not-for-profit organization.

- 4.3 Could these funds be utilized for community needs or do services need to be provided directly to residents of the supported housing program? For example, we would like to hire an outreach coordinator to reach additional people who need supported housing services. Would this be a permissible expense?

Answer: No, funds cannot be utilized to support services for community needs. Per the RFP, Section 1.1 Introduction, NYSSHP funding is intended to support the provision of services that assist residents of supportive housing to remain stably housed so as not to enter or re-enter the homeless services system.

- 4.4 We are envisioning adding two positions to support those we serve. Can we request funding for multiple positions under one proposal or are separate proposals needed?

Answer: Yes, multiple positions can be listed in one proposal. Your annual award amount is calculated though the funding formula outlined in Section 1.9 of the RFP. Please be advised that per Section 1.6 of the RFP, a minimum of 80% of the annual award amount must be allocated for costs directly associated with the provision of personal support services to tenants (i.e. personnel, fringe and contractual costs). All proposed costs should be included in one budget.

- 4.5 For Operating Expenses, specific to insurance, can this include off site staff offices?

Answer: Yes, off site program sites can be included. Please be advised that per section 1.6 of the RFP, a maximum of 20% of the award amount may be allocated for non-personnel costs. These are costs that are NOT associated with the provision of direct support services to tenants.

- 4.6 Does the grant budget allow for insurance and utilities in the housing units?

Answer: Per Section 1.6 of the RFP, operating expenses such as insurance and utilities are allowable expenses for agency program/office space and are not intended to be used for tenant's personal utility expenses. Funds can be used for utilities in a congregate setting where NYSSHP tenants are not personally responsible for such costs.

4.7 Can applicants use monies to pay for direct services provided by various programs/ departments within the applicant's Agency to eligible populations residing in eligible units owned, managed or leased by applicant?

Answer: Yes, per the RFP Section 1.6 Eligible Services and Costs, "Funding may support service provision on-site and/or off-site for eligible program participants residing in eligible units/beds. Eligible core services are those designed to assist eligible residents to live independently and remain stably housed."

Section Five: Eligible Units

5.1 One of the questions that needs to be answered (#33) asks about the building/ property. Does this mean that all of the beds or units need to be located in the same building?

Answer: As stated in the RFP Section 1.2, Eligible Applicants must manage, own, lease, or operate the transitional or permanent housing units. Applicants that lease properties from the community are eligible to apply for NYSSHP funds. Scattered site housing is permitted. Program Specific Question #33 is intended to provide OTDA with an overview of the proposed housing program. You should indicate if the program is scattered site and give a description of a typical unit.

5.2 Our agency houses 3 single unrelated homeless adults in a 3-bedroom (3 units) apartment the agency leases from a landlord. Each adult occupies their own private bedroom (unit) and all 3 adults share a kitchen, a living room and a bathroom in the apartment. Are all 3 units eligible under this RFP?

Answer: Per the RFP, Section 1.8 Eligible Units, 'A supportive housing unit for single adults/young adults is defined as a private room providing living and sleeping space for at least one, but no more than two persons. Units must have access to bathing and toilet facilities and be within the same building or portion thereof, which is operated by an eligible applicant.'

Based on the description given, this unit is eligible and would be counted as three Single Adult beds for purposes of calculating the maximum annual award amount.

5.3 If a building consists of both emergency and permanent housing units which houses the same population, could the permanent housing unit/beds be counted toward NYSSHP or can the total units be?

Answer: Permanent beds/units are eligible units under NYSSHP. Permanent beds/units within projects that are co-located with emergency shelter beds are eligible as long as the permanent beds are not certified. (note exception in Section 1.8 of the RFP) or otherwise ineligible. Emergency beds are NOT eligible for NYSSHP funding.

5.4 SITE LOCATION DOCUMENT - If property is owned AND managed AND operated by applicant should we indicate that? What is the difference between operated and managed?

Answer: Applicants should document that they own, manage and/or operate the proposed NYSSHP units and provide a detailed description of the ownership and management of the property.

5.5 Can ESSHI units be included in the per unit funding formula?

Related Questions:

- Program Specific Question #3 seems to suggest that some ESSHI or NY 15/15 programs may be funded while other parts of the RFP suggest that those programs are ineligible. Are their specific circumstances under which ESSHI or NY 15/15 funded tenants could be counted for NYSSHP grant?

Answer: Per the RFP, Section 1.12 Selection Process, ‘Projects that are currently in receipt of Empire State Supportive Housing Initiative (ESSHI) funding are not eligible for NYSSHP funds.’

5.6 Our organization is working with the owner of a former church rectory, being converted into five units. Would this property type meet the definition under Section 1.8 since it does not operate as a rectory any longer?

Answer: Yes, it is eligible as long as the applicant can document they own, manage, or lease the units and all other NYSSHP eligibility requirements are met.

5.7 Are providers tied to a specific building when applying for units to serve through NYSSHP? For example, if we are proposing to serve 20 families, do those 20 families have to be in one specific building or can we serve 20 families throughout our portfolio as long as no other service dollars are attached to the unit and they meet the NYSSHP criteria for services?

Answer: NYSSHP units do not need to be contained within one building. Scattered site units are permissible.

5.8 If awarded funding for a certain number of units but upon lease up the tenant applicants (selected through lottery) do not meet eligibility can the number of units in the award be reduced – or is the entire award rescinded?

Answer: Eligible applicants may apply in anticipation of units which are under construction or not yet obtained but will be operational within the contract term. These applications or units will be considered a lesser priority. Any reduction in eligible NYSSHP units would result in a reduced grant award.

5.9 In Section 1.2, the RFP states “Eligible applicants may apply in anticipation of units which are under construction or not yet obtained but will be operational within the contract term.” If units will come online in the middle of the contract term, should the funding request be for total units, including anticipated units?

Related Question:

- We are intending to apply for a new HUD grant. Salaries are not covered with this grant. We want to apply for an increase in OTDA concurrent with the additional HUD beds, but we don’t know if we are getting the additional HUD beds. Would we apply for an

additional OTDA grant in the future or would we increase the OTDA budget now and just not bill you until we get the beds? Can we amend our application after the original is executed? Can we make the grant contingent?

Answer: Applicants may apply in anticipation of units but will be considered a lesser priority. Applications may be submitted with a combination of units that are already operational and those that are anticipated to become operational, however it should be clearly indicated how many fall into each category. In addition, OTDA reserves the right to award all or some of the requested award amount based on the information provided in the application.

5.10 The RFP references on pg 6, that "*Community Residences certified by the State Office of Mental Health*" are not eligible. **Question:** Are OMH licensed "Apartment Treatment Programs" eligible to utilize NYSSHP funds?

Related Questions:

- Are STOP Domestic Violence Safe Houses that are licensed through NYS Office of Child/Family Services eligible for these funds?

Answer: As stated in Section 1.8 Eligible Units, "In no event shall units be located in an operating: ... residential facility or institution which is required to be licensed by any State agency except for OCFS certified young adult projects." As such, OMH licensed apartment treatment programs and STOP Domestic Violence Safe houses are not eligible.

All emergency shelters are also ineligible under NYSSHP.

Section Six: Funding Formula/Budget Questions

6.1 In considering the per-unit budget (section 1.9) do vacancies between participants reduce the grant amount? Are payments made only for units occupied?

Answer: Generally, vacancies between participants do not affect the annual award amount. OTDA is aware that some turnover time is required between tenants and applicants should indicate in response to Program Specific Question #32 the agency's turnover procedures, average occupancy rate and average length of stay. Units remaining vacant for an extended period of time may reduce the NYSSHP grant award.

6.2 The application references a required Budget Detail Workbook, outlined starting on page 34. Where do applicants find this workbook? It doesn't appear on the OTDA site where the RFP is located.

Answer: All necessary uploads can be found in the Pre-Submission Uploads section of the application in Grants Gateway. This is accessed under the "Forms Menu" located within the RFP application.

6.3 The NYSSHP RFP on pages 5-6 says that:

- at least **80%** of the funds requested "must be allocated for costs directly associated with the provision of personal support services to tenants (i.e. personnel, fringe and contractual costs)
- no more than **20%** can be allocated for non-personnel costs, and

- no more than **10%** can be allocated for direct and indirect administrative costs combined, and that "Administrative costs should not be included in the Personal Services category".

Are these three categories mutually exclusive? If so, does that mean that all OTPS, direct administrative personnel costs **and** indirect administrative costs all together cannot exceed 20%, so that we can meet the 80% minimum for non-administrative personal services? In other words, does every dollar charged for administration reduce the amount available for OTPS?

Answer: These categories ARE mutually exclusive. Other than personal services (OTPS) costs including administrative costs cannot exceed 20% of the annual award amount. Of that 20%, administrative expenses can account for a maximum of 10%.

For example, a program with 10 Single Adult beds can request up to \$25,800 annually (10 beds x \$215 per bed/month x 12 months). At least \$20,640 (80%) must be allocated to salary, fringe or direct care contractual expenses. The maximum OTPS amount is \$5,160 (20%). If the agency allocates 10% (\$2,580) to administrative costs, they will have 10% (\$2,580) available for other non-direct care costs (i.e. travel, equipment, utilities).

- 6.4 We are currently funded for 17 individuals. We want to edit those numbers to say 5 families and 12 individuals. Is there a higher rate for families? Our current renters are already 5 families and 12 individuals, yet we are only funded at the individual rate.

Answer: Per Section 1.9 of the RFP, Single Adults and Young Adults are funded at \$215 per bed per month and Families are funded at \$290 per unit per month. Applicant should indicate how many beds/units they are applying for in each category throughout the application and on the 'NYSSHP BUDGET DETAIL WORKBOOK.' Tab #1 of the workbook will automatically calculate the maximum annual award amount.

- 6.5 We understand the funding formula found in the RFP; however, is there a cap on the amount that can be requested?

Answer: The award amount requested should be calculated based on the funding formula provided in Section 1.9 of the RFP. Per section 1.12 Selection Process (page 10), 'If there are additional proposals which qualify for funding, no one agency will be awarded more than 50% of the total funds available under this RFP.'

- 6.6 Does Program Specific Question #42 require agencies to detail funding for the entire cost of each bed/unit counted in the "Annual Funding Calculator", including all housing costs (soup to nuts)? Or does it require agencies to address additional sources funding for staff/items covered in the "NYSSHP Budget Detail Workbook" which are not covered by the NYSSHP grant?

Answer: The 'NYSSHP Budget Detail Workbook' should reflect your proposed NYSSHP budget only. Applicants should enter the proposed number of NYSSHP units on Tab #1- Annual Funding Calculation which will automatically calculate your maximum allowable funding request. A detailed breakdown of your budget should then be entered on the subsequent workbook tabs.

Section Seven: Matching Funds

- 7.1 In the RFP- It says 1.10 Matching Funds- Units of Local Government/Social Services Districts Only. Only applicants that are units of local government and social services

districts must provide an actual dollar-for-dollar match of the NYSSHP funds that are provided under this program. The source of matching funds must be documented with a matching funds letter. A template for the required matching funds letter can be found in the Pre-Submission Upload Forms section of this RFP.

Is it correct that not-for-profits do not need matching funds?

Answer: Yes, it is correct that not-for-profit applicants do not have a matching funds requirement.

7.2 Is a nonprofit applicant encouraged to include matching resources even though not required?

Answer: Matching funds are not required under NYSSHP for direct not-for-profit applicants.

Section Eight: Minority Women Business Enterprise (MWBE) and Service-Disabled Veteran Owned Businesses (SDVOB)

8.1 If an agency is only requesting funds for staffing and administrative expense, does it need to submit the MWBE Utilization Plan with its proposal?

Related Questions:

- MWBE 4938 Supplier Letter of Intent to Participate – If we only request funding for Personnel and Fringe and Admin is MWBE 4938 a required upload?
- If our budget does not contain subcontractors or suppliers, are we required to fill out the MWBE forms, particularly forms 4938 and 4397?

Answer: All MWBE uploads should be submitted. If there is no discretionary spending in the proposed budget, the applicant may indicate N/A on form OTDA-4938 Supplier Letter of Intent to Participate and form OTDA-4937 MWBE Utilization Plan.

8.2 MWBE CERTIFICATION OF GOOD FAITH EFFORTS- What do we put for contract #?

Answer: The contract # field can be left blank or filled in as TBD. A contract # will be assigned at time of award.

Section Nine: Miscellaneous Questions

9.1 We are currently in prequalified status although do not see where we can start an application. There seems to be no link available. Can you please let me know what our next steps are?

Answer: To initiate an application in Grants Gateway, you must be logged in under a one of the following user roles; Grantee, Grantee Contract Signatory, Grantee Payment Signatory or Grantee System Administrator. Please be advised that only the Grantee Contract Signatory or Grantee System Administrator will be able to submit the application. Please refer to the New York State Grants Gateway Vendor's Quick Start Guide for additional information.

9.2 Question 46 asks whether or not the agency has undergone any audits or reviews in the past 3 years – is this referencing only financial audits by government agencies or programmatic audits as well?

Answer: When responding to Program Specific Question #46, applicants should include both financial and programmatic audits.

9.3 NON-COLLUSIVE BIDDING CERTIFICATION – Does this form require a notary on p. 1? If there isn't a joint bid, do we only complete the information above *Joint or combined bids by companies or firms must be certified on behalf of each participant.*

Related Questions:

- Non-Collusive Bidding Certification - If we only request funding for Personnel and Fringe and Admin is the Non-Collusive Bidding Certification a required upload?

Answer: The Non-Collusive Bidding Certification is a required upload for all NYSSHP applicants. The 'Potential Contractor' indicated on page 2 of the document is the applicant. The section under 'Joint or combined bids by companies....' will be completed if the application is being submitted by more than one agency in cooperation with each other as described in Section 1.2 Eligible Applicants. A notary is not required for the completion of this form.

9.4 Is contact information for the CoCs available as part of the application materials?

Answer: Continuum of Care (CoC) contact information can be found on the HUD Exchange Website at www.hudexchange.info/grantees/contacts.

9.5 How much funding is available for this program in total, and how many awards does OTDA expect to make?

Related Questions:

- We're reviewing the NYS Supportive Housing Program RFP to determine whether to apply. Can you tell me how much funding is available for this program in total, and how many awards OTDA expects to make?
- How many units within each of the eligible categories will be funded through this RFP?

Answer: The total amount of funding is to be determined but will be at or above the current 2021 allocation of approximately \$34 M annually. NYSSHP currently funds 180 contracts consisting of 18,715 units throughout NYS. There is no pre-determined percentage of units to be funded for each target population (i.e. single adults, young adults, families). OTDA intends to allocate funding based on applications submitted and documentation of need.

9.6 In Grants Gateway Program Specific Questions, do the numbers next to the response text box indicate word or character limits?

Answer: The referenced field indicates character limits.

9.7 What is the expectation of direct care staff to client ratio?

Answer: There is no set expectation or requirement under NYSSHP for direct care staff to client ratio. Support service needs and level of client care may vary based on several

factors (i.e. proposed target population). Applicants should discuss and explain their current or anticipated case management caseloads under Program Specific Question #28.

9.8 If our agency provides SOAR case managers, what is the required SOARS reporting?

Answer: SOAR (SSI/SSDI Outreach, Access and Recovery) is a process of applying for Social Security Disability Benefits (SSI/SSDI) for individuals who are homeless or at risk of homelessness and unable to work due to severe and persistent mental or physical health conditions. An agency/case worker would become trained via the SOAR Online Course (which is free, open to the public and can be completed at the pace of the participant) and once they receive their certificate they will be able to assist applicants using the SOAR model. SOAR trained case managers are asked to report the outcomes of their cases in OAT (Online Application Tracking) which is managed by the SOAR Technical Assistance Center.

9.9 Section 1.11 "Maintenance of Effort" page 8 states "*Funds awarded through this RFP may be used to initiate services, expand services or enhance a program that is reapplying for NYSSHP funding. Funds awarded through this RFP cannot be used to supplant or replace existing public or private funding used for ongoing activities. Applicants should clearly demonstrate that existing funds have not been supplanted*" **Question:** Does this only apply to existing NYSSHP providers reapplying for NYSSHP funds or all applicants?

Answer: Section 1.11 Maintenance of Effort applies to ALL applicants.