



## Office of Temporary and Disability Assistance

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### Questions and Answers for the Emergency Needs for the Homeless Program (ENHP) 2023 Request for Proposals (RFP) REVISED 5/1/23 Due Date: 2:00pm - May 17, 2023

**Question: How much funding is allocated for this program?**

**Answer:** The total anticipated funding for ENHP is \$1,000,000 per year.

**Question: How many awards are available?**

**Answer:** The number of ENHP awards is dependent on the funding requests received in response to this RFP. Applications will be evaluated on a comparative analysis basis among proposals received. Proposals will be reviewed and assigned an overall competitive score. Funding will be based upon the application's score and will be subject to the availability of funds. Section 1.9 of the RFP provides additional information on the selection process.

**Question: Is there any award floor or ceiling?**

**Answer:** If there are multiple viable proposals, no one applicant will be awarded more than 55% of the total available funds.

**Question: How do we upload the response to this RFP?**

**Answer:** Responses to the RFP should be submitted in the Grants Gateway System. Application instructions are listed in Section Two of the RFP, page 17 - [Emergency Needs for the Homeless Request for Proposals](#).

**Question: Is funding through the Emergency Needs for the Homeless Program (ENHP) available only to nonprofit agencies located in New York City?**

**Answer:** The authorizing appropriation language for ENHP limits funding to the five boroughs of New York City.

**Question: The RFP states that eligible applicants must have experience providing all 4 of the key services (crisis intervention, eviction prevention, mobile emergency feeding services, and summer youth programs). Do agencies have to have experience in providing all of these services to be eligible? Can agencies still apply if they have experience in only 1 or 2 of the required service categories?**

**Answer:** The applicant organization must demonstrate experience in providing all 4 of the required services: crisis intervention, eviction prevention, mobile emergency feeding services and summer youth services to be considered an eligible applicant.

**Question: The applicant must have experience with all 4 service categories, but not all 4 services need be addressed in the proposed project. Is this correct?**

**Answer:** Correct. Please note that priority will be given to applicants that propose services in all four of the required categories.

**Question: Are we able to collaborate with another organization/organizations that have the summer youth experience if we have all other experience? If each organization has combined experience in all 4 service categories, would that meet the requirements of this RFP?**

**Answer:** The applicant organization must demonstrate experience in providing all 4 of the required services: crisis intervention, eviction prevention, mobile emergency feeding services and summer youth services to be considered an eligible applicant.

**Question: Could you please provide a definition of the specific services that qualify as "mobile emergency feeding services" per the section of the RFP that details applicant eligibility (Section 1.2 on page 2)?**

**Answer:** Eligible services that qualify as ENHP mobile emergency feeding activities may include, but are not limited to, the distribution of meals as a part of a street outreach program, and/or the delivering of meals to individuals experiencing or at risk of homelessness.

**Question: Our organization provides various food services to the community on a regular and emergency basis, including food package pickup at our office, volunteer food delivery for those who are homebound, a community breakfast program, and food access assistance for seniors. Do those services qualify?**

**Answer:** Eligible services that qualify as ENHP mobile emergency feeding activities must be mobile and/or deliverable. The eligible populations to be served under ENHP are vulnerable individuals and families in New York City experiencing or at risk of homelessness, and in need of emergency services.

**Question: As we prepare a proposal for a summer youth program, would it be acceptable for us to expend some of the awarded funds for the youth at our homeless shelter to attend summer programs offered by existing programs in the surrounding community? For example, could funds cover the cost for a young homeless person to attend a summer theater program and another to attend a summer athletic program?**

**Answer:** As presented, the described activities appear to be an eligible use of ENHP funds.

**Question: Could funding be expended on the purchase or lease of a vehicle for a mobile food pantry?**

**Answer:** The purchase or lease of a vehicle would be considered an equipment expense. Equipment is any non-consumable, tangible property having a useful life of more than one year. Substantial equipment purchases (costing more than \$5,000) should be avoided. Acquisition costs must be in accordance with NYS requirements and may be evaluated to determine if leasing is a practical and cost-effective alternative. If the only alternative is to purchase such equipment using contract funds, an applicant is required to obtain three competitive bids and must receive OTDA prior approval. All things being equal, the contractor must purchase equipment from the lowest bidder.

**Question: Are institutions responding to this RFP required to have a support letter or reference letter from the local Department of Social Services, which in the case of New York City is the Human Resources Administration (HRA)? Securing a support letter or reference letter from HRA may take up to a month and could impede the timely submission of an application.**

**Answer:** A letter of support from the local Department of Social Services is not an applicant eligibility requirement. Applicants are encouraged to serve notice of intent to apply to the ENHP RFP to the local Continuum of Care (CoC). Proof of notification should be uploaded within the Grants Gateway application.

**Question: Section 1.2 on page 2 of the RFP cites the four service areas that responding institutions must demonstrate relevant experience. Does OTDA have definitions for Crisis Intervention, Eviction Prevention, Mobile Emergency Feeding Services, and Summer Youth Services? Can those definitions be included in the forthcoming Q&A document?**

**Answer:** Eligible services include crisis intervention, eviction prevention, mobile emergency feeding services and summer youth services. Experience may differ between applicant organizations.

- Crisis Intervention services may include, but are not limited to, the provision of immediate, emergency services for individuals and/or families at risk of or experiencing homelessness during critical periods and/or incident(s).
- Eviction Prevention services may include, but are not limited to, services providing economic relief to households at risk of homelessness or housing instability through the provision of rental arrears, temporary rental assistance, utility arrears, legal services/counseling, budgeting assistance and/or other like services.
- Mobile Emergency Feeding services may include, but are not limited to, the distribution of meals as a part of a street outreach program, and/or the delivering of meals to individuals experiencing or at risk of homelessness.
- Summer Youth services may include, but are not limited to, the provision of full day recreational, athletic and/or educational programming for children of families experiencing homelessness during summer vacation periods.

**Question: Pages 15 and 16 of the RFP reference the incorporation of Executive Order Number 190 into RFP responses. Where can responding institutions obtain additional information related to the NYS Prevention Agenda priorities and the WHO Eight Domains of Livability? Can OTDA provide links on these items and Executive Order 190 in the forthcoming Q&A document?**

**Answer:** Per Executive Order 190 (EO 190), the ENHP RFP incorporates the New York State Prevention Agenda and the World Health Organization (WHO) Eight Domains of Livability to further the Health Across All Policies initiative.

- EO 190 can be located, here: [Executive Order 190](#)
- The WHO Eight Domains of Livability are listed within the RFP, located on page 15 and 16. Further information can be accessed here: [The WHO Eight Domains of Livability](#)
- The five priority areas of the New York State Prevention Agenda are listed within the RFP, located on page 15. Additional information can be accessed here: [New York State Prevention Agenda](#)

**Question: Pages 18 through 21 provide information regarding components of the application that are to be entered into Grants Gateway fields. Can OTDA provide a PDF of the Budget section and its various screens in the forthcoming Q&A document?**

**Answer:** Live Webinars on the Prequalification Process and on how to complete an application using the Grants Gateway are provided every Tuesday and Thursday. Please see the [Resource for Grant Applicants](#) page of the Grants Management website to sign up for a live webinar or for additional resources including instructional videos and step by step documents to help navigate the Grants Gateway system.

**Question: Pages 21 and 22 of the RFP identify pre-submission forms. Are responding institutions required to submit all the forms listed on page 22 of the RFP in order for an institution's application package to be considered complete? Are there any other forms that must be submitted as well?**

**Answer:** The following pre-submission forms are required for all applicants: Agency Agreement, Agency Contact Information, Executive Proposal Summary, Employment Opportunity Policy Statement, Certification of Good Faith Efforts, MWBE Staffing Plan, Acknowledgement of Post-Employment Provisions, Assurance of No Conflict, Sexual Harassment Prevention, EO 177 Certification, and Non-Collusive Bidding. MWBE forms including the Subcontractors and Suppliers Letter of Intent to Participate, and Utilization Plan are only required if the applicant's proposed budget contains discretionary spending. The following pre-submission forms are required only for current ENHP grantees: Previous Expenditure Chart and Program Evaluation.

**Question: In the Objectives and Tasks bullet points cited on page 21 of the RFP, Other Services are cited as an applicable funding category. What are examples of services that may be included in the Other Services category?**

**Answer:** Section Two, Application Instructions, Objectives and Tasks listed on page 21 refers to agency specific performance data. There are five pre-established objectives and tasks, including: crisis intervention services, eviction prevention services, mobile emergency feeding services, summer youth services, and other services. The other services objectives and tasks box allows applicant organization's the flexibility to provide a description of services that may slightly differ from the four eligible service categories data collection procedures. The RFP includes language stating, "other like services related to ENHP activities as defined by the applicant." Other like services should relate to the four eligible service categories.