

IMPORTANT UPDATE TO NYSSHP RFP:

The deadline for applications has been extended to Friday July 29th, 2011 at 2:00 pm.

GENERAL QUESTIONS

1. The RFP does not reference any page limits for the narrative portion of the application, nor does it indicate that the narrative needs to be double-spaced. Please confirm that there is no page limit and that submissions may be single- or double-spaced.
 - There is no page limit for the NYSSHP application and either single-spaced or double-spaced narratives are acceptable.
2. Is there any possibility that OTDA can extend the deadline for grant applications in response to this RFP, since many organizations need to submit multiple applications?
 - The deadline for NYSSHP applications has been extended to July 29th, 2011 at 2:00 pm.
3. Since the period of time covered by this grant is 5 years (with yearly renewals contingent upon funding availability), will there be an opportunity to apply for additional funding before the five year period is ended?
 - Section XVII. General Terms and Conditions of the RFP states, 'OTDA reserves the right, if funds become available, to make additional awards based on the remaining proposals submitted to OTDA as a result of this RFP, in lieu of releasing a new RFP, if deemed in the best interest of the State (updated information may be requested from awardees as deemed necessary by OTDA). In the event additional funds become available, projects would be awarded funding in a manner consistent with the award methodology set forth in this Request for Proposals. OTDA also reserves the right to solicit and accept new proposals, as additional funding becomes available. OTDA reserves the right to award all, some, or none of the monies available'.
4. On page 47 of the RFP, we are asked to provide verification that Annual Charities Registration is current. What would be the correct documentation for this verification?
 - Agencies should include a copy of your most recent CHAR 500, Annual Filing for Charitable Organizations form. Information pertaining to charities registration can be found at the following web address, <http://www.charitiesnys.com/home.html> .
5. Page 39 has a contractor/subcontractor form. It is not clear who fills this out. Is the RFP applicant considered the bidder? If not, and we do not use contractors, should this be marked Not Applicable and submitted blank?

- The Contractor/Subcontractor Background Questionnaire should be submitted by all applicants. The agency submitting a NYSSHP application is considered the bidder. This form should not be marked 'not applicable'.
6. The RFP says an audit must be included that was completed within the past 12 months. Our last audit completed was for 12/31/09. Our audit for 2010 will not be completed until August of 2011. Will the 2009 audit be sufficient?
- Page 47 of the RFP states that you should include a copy of the following: Most recent Audited Financial Report (Should have been completed within the past 12 months; if not provide an explanation.) A copy of the 2009 audit and an explanation as to why a more current is not available should be included with the application.
7. Page 54, Section E, Question 18: it asks us to identify the category of current Certificate of Occupancy. Can you clarify what is meant by 'category'?
- The category for a current Certificate of Occupancy is indicated on the Certificate of Occupancy itself. For example, the category could be 'residential'.
8. Appendix D: do we need to submit Appendix D, with our Grant application? If so, it says to copy and paste from Section E and it must follow provisions of Appendix A2. Where is Appendix A2?
- Appendix D is part of the contract package and does not need to be submitted with the grant application. The Appendix D will be required during the contract development process. Appendix A2 can be found at the following web address, <http://www.otda.ny.gov/contracts/2011/NYSSHP/> under the 'NYSSHP Sample Contract' pdf file.
9. Do we need to secure a letter of support from our Local Social Services District?

Related questions: Would a letter of support from NYC Department of Homeless Services (DHS) be acceptable as a substitute for a letter of support from NYC Department of Human Resources Administration (HRA)? DHS is the agency that provides referrals and also the agency that funds a portion of the tenant services costs associated with our program.

NYC's local social services district includes both HRA and Administration of Children Services (ACS). Do we need to send letters of intent and get letters of support from both?

- A copy of a letter of support from your LDSS is requested as an attachment on page 47 of the RFP. A sample format can be found on page 30. Applicants should also submit a copy of the 'Notification to LDSS of Intent to Apply and Request for Letter of Support'.
- Please be reminded that NYC applicants must first apply to NYC DHS unless they meet the exceptions outlined in Section VI. Eligible Applicants. Assuming your project is eligible to apply directly to OTDA, a letter of support from either DHS, HRA, ACS or

the HIV/AIDS Services Administration (HASA) will be acceptable. Applicants do not need to obtain letters of support from multiple agencies.

10. What is a “NY/NY agreement project”? And what do the Tiers I, II, and III signify? This is a question that appears on the applicant information form.

- A New York/New York agreement project is a project developed under one of three agreements, dating back to 1990, between New York City and New York State to create new units of housing, linked to supportive services for individuals and families who are living on the streets or in the emergency shelters in New York City, or are otherwise considered to be at-risk of homelessness. NY/NY I, II or III indicates under which agreement the housing was developed. Additional information about NY/NY agreements can be found at the following web address, <http://www.shnny.org/agreements.html> .

11. Is there a minimum or maximum dollar amount a not-for-profit is allowed to request specific to the RFP?

- Section XI. Funding Formula of the RFP, gives detailed information regarding maximum funding amounts. The rate for single adults and young adults is \$200 per bed per month or \$2,400 annually. The rate for families is \$275 per unit per month or \$3,300 annually. There is no minimum dollar amount that can be requested. Also, Section XIV. Selection Process of the RFP states that ‘...no one award may exceed 50% of the total available funds.’

ELIGIBILITY QUESTIONS

12. We are converting a property into a women’s shelter. 4 bedrooms, 2 to a room, separate bathroom and eating space. This is a facility that fits OTDA shelter guidelines. Would this qualify for a potential NYSSHP grant?

- For the purposes of NYSSHP, shelters are not considered eligible facilities. Transitional and permanent housing are eligible projects under this RFP. Section X. Eligible Units states the following: A supportive housing unit for single/ 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 a building or portion thereof, which is operated by an eligible applicant.

A supported housing unit for families shall mean a dwelling providing living and sleeping space for families which has access to bathing, toilet and kitchen facilities, within the same building that is operated by an eligible applicant. In addition, supportive services must be provided to residents.

13. Can a non-profit that does not currently operate a housing program apply? We are looking for funds to start a transitional housing program but do not currently operate this program. Are we eligible?

- As stated in Section VI. Eligible Applicants, ‘...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 will be considered a lower priority’.

14. Is an OASAS licensed supportive living program eligible to apply for this RFP?

Related Question: We provide residential services to adults with psychiatric disabilities, people with developmental disabilities, seniors, and those who are homeless. Our SRO facilities are licensed by the New York State Office of Mental Health and serve adults with mental illness. Are we eligible for some of the funding OTDA will be releasing through this RFP or are we not eligible because our programs are licensed?

- No, as stated in the question the project would not be eligible. Section IX. Ineligible Services and Costs of the RFP states the following: 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. In addition, Section X. Eligible Units, of the RFP, licensed facilities are not eligible (with the exception of OCFS young adult projects).

15. If it is not possible to receive funding for our OMH licensed housing clients (who live in SRO’s), I am assuming that our Supportive Housing clients may be eligible as these programs are not licensed. We define Supported Housing as clients who live in their own apartment in the community. Our agency provides furniture, security deposits, a rental stipend and monthly visits from our Supported Housing staff. Our Supported Housing clients are all diagnosed with a Serious and Persistent Mental Illness.

- As stated in the RFP, Section VI. Eligible Applicants, applicants must either manage, own, or operate the transitional or permanent housing units. Given the information provided, funding in this scenario may be permitted provided the not-for-profit corporation is the lease holder of the apartment.

16. We are a 501 c (3) (not-for-profit) agency that is a refugee shelter in NY. Are we eligible for NYSSHP funding?

- A 501 c (3) (not-for-profit) is an eligible applicant. However as stated in the RFP, Section X. Eligible Units, shelters are not considered eligible facilities. The intent of NYSSHP funding is to provide support services to eligible residents of supported housing in order to assist them in achieving as self sufficient a life as possible. The service provision for all populations should be designed to assist residents in achieving housing stability to prevent entry into the homeless services system.

17. Our agency has programs in both Rochester and Binghamton, New York. My understanding is that as long as these programs are serving the same population (single adults), I should only submit one application to represent the units in both geographic areas, correct?
- Yes, one application for both programs is acceptable. Please, keep in mind that information provided in Section D. Community to be Served and Documentation of Need and Section E. Program Narrative/ Program Plan will need to be specific for each geographic area.
18. We are in the process of developing a 23 unit project that targets homeless women veterans in a Supportive Housing Project. These would be a combination of single rooms or shared (two people) rooms. I am wondering if this would qualify as housing for the Single Adult population?
- Yes, based on the information provided, this type of project would qualify as supportive housing for the Single Adult population. Section X. Eligible Units of the RFP states: A supportive housing unit for single/ 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 a building or portion thereof, which is operated by an eligible applicant.
19. I am trying to determine our eligibility for the recently announced NYSSHP grant. We are seeking funding to pay for construction renovations to a 17 bedroom, 4 bathroom group home we own for adults with disabilities. We are merging two homes into one (about 12 consumers), and the property in question is in bad shape. We specifically need funding for new flooring, an exterior wheelchair ramp, interior painting, and kitchen rehabilitation. I don't see the "construction/renovations" point addressed in the RFP. Would you please advise as quickly as possible?
- Construction costs are not eligible. The purpose of NYSSHP is to provide support services to eligible residents of supported housing in order to assist them in achieving as self sufficient a life as possible. Section IX. Ineligible Services and Costs, bullet two, states that the following costs are not allowable under NYSSHP: Costs associated with the maintenance and operation of the physical plant (e.g., utilities, maintenance and repair, property insurance, janitorial services, etc.).
20. The HIV/AIDS Services Administration ("HASA") is a division of The New York City Human Resources Administration ("HRA"). Services provided by HASA include intensive case management and assistance in applying for public benefits and services, including Medicaid, food stamps, cash assistance, emergency transitional housing, non-emergency housing, rental assistance, home care and homemaking services, mental health and substance abuse screening and treatment referrals, employment and vocational services, transportation assistance, and SSI or SSD application and appeals. HASA also provides supportive housing to approximately 7,000 clients through about 120 contracts for about \$160 million. HASA is contemplating the submission of an application for the New York State Supportive Housing Program (NYSSHP) RFP .

Due to advances in medical care, persons living with HIV/AIDS have been living longer. As a result, over the last five years the priorities for many of our clients have changed from crisis management and housing stability to promoting greater independence and self sufficiency through employment programs. With this in mind, HASA is seeking funding to expand our vocational and supported employment services to our clients whether directly or through a partnership with a contracted supportive employment provider. Could funds from this grant be used for these purposes?

- As stated in the above question, it is our understanding that HASA is interested in funding vocational and/or employment programs with NYSSHP funding. Stand alone employment programs would not be eligible under this RFP. Employment programs may be eligible however, if associated with supportive housing. Section VIII. Eligible Services and Costs of the RFP, states, 'Funding may support services on-site and/or off-site for eligible program participants residing in eligible units/beds'. If an application is submitted, HASA should make sure to closely coordinate their efforts with all potential providers in NYC to avoid possible duplication of services.

21. Would transitional housing models like safe havens be considered under this RFP?

- Transitional housing models such as safe havens may be eligible for NYSSHP assuming the program meets criteria for eligible units, populations etc. For the purpose of this RFP transitional housing may be defined as stays of up to 24 months.

22. Does a contract with the NYS Office of Mental Health for an unlicensed supportive housing preclude an agency from applying for NYSSHP?

- Agencies with contracts from other State agencies or LDSS for unlicensed supportive housing projects are eligible for NYSSHP funding.

ELIGIBLE POPULATION QUESTIONS

23. If we are applying for all 3 populations, do we need 3 separate applications or do we put singles and young adults together because they are lumped together in the same funding formula?

Related Questions: We are a housing program that has both studio (complete with private bath and kitchen) and one bedroom (complete with private bath and kitchen) units. Our population fluctuates and the one bedroom can accommodate both single and family populations. How shall we respond to the eligible population criteria and the requirement for separate applications?

On page 20 it states that "if a single applicant plans to serve families, singles and/or young adults, a separate application package must be completed for each population." I will be submitting an application on behalf of an organization that serves young adults aging out of foster care, including single mothers with children, so are there technically two populations? If the application goes through the Local Social Services District (LSSD) does the organization have to do two separate applications, or does this only apply when the LSSD is not submitting and the organization therefore must submit a direct application?

- If applicants have 2 or more distinct populations (singles, families and/or young adults) then applicants should submit separate applications for each. Please be aware that young adults may be served under the single adult population. An agency would only apply for a young adult population if they intend to serve those individuals who are 18-25 exclusively. Additionally, if a program serves young adults who may potentially be reunited with their children while in residence, OTDA would recognize that as a family population.

If submitting applications for more than one population, a designated number of units for each individual population is required.

If LSSD decides to submit an umbrella application, they would be responsible for identifying populations for each subcontractor.

24. Young Adults are defined as: 18-25. Is there an age range for families? We are especially interested to know if there is a minimum age.

- Eligible families are those who are eligible for benefits under the State Plan for the Federal Temporary Assistance for Needy Families (TANF) Program whose incomes do not exceed 200 percent (200%) of the federal poverty level, there is not an age requirement for family populations.

25. We provide permanent housing for families with HIV/AIDS in houses developed with HOPWA and HHAP funds. There are no funded support services associated with the housing. Families meet the very low income criteria, and although were originally eligible for TANF/Public Assistance now pay either 30% of income for rent through their income or SSI/SSD or may have a section 8 certificate. A few are still receiving a shelter grant and all are in need of supported housing. Many families were formerly homeless, at one time eligible for TANF, but exceeded their TANF assistance time limit some time ago. We would like to confirm their eligibility criteria for this type of assistance.

- The families described in the above question do meet the eligibility requirement for NYSSHP. RFP Section VII. Eligible Populations states the following: Eligible families include homeless families, families at risk of exceeding and those that have exceeded their TANF assistance time limit, families with multiple barriers to employment and housing stability, families at risk of foster care placement of their children, and/or those that are reunited after foster care placement.

26. Does the grant eligibility follow the client or the program?

- Grant eligibility follows the housing project, the program must serve residents who meet the eligible population requirements. Please refer to RFP, Section VII. Eligible Populations for more detailed information.

27. Our agency has received an SHP grant for families from HUD for 8 units. We have an additional 15 units which currently receive SHFYA funding. We have not previously sought SHYFA for the additional 8 SHP family units. Should we apply for 15 or 23?
- If the 8 family units meet NYSSHP eligibility requirements, you may apply for all 23 units.
28. Do families have to be eligible for TANF, or can they have other sources of income, ie. Wages, SSI, etc. as long as they do not exceed 200% of the Federal poverty level?
- Family populations do not need to be in receipt of TANF funding but must meet income qualifications.
29. We operate supportive housing for survivors of domestic violence who may be single, young adults or have families. We are considering the submission of three applications. However, we only have three (3) studio apartments so the application for singles will only be for three beds. We are concerned that we will run the risk of being awarded just the one grant for three (3) beds and not be awarded for the other two populations. Is there information available for funding allocations for each of the three populations? We will indicate in each proposal that we are applying for all three populations. Will this be helpful to OTDA when reviewing the applications?
- RFP, Section XIV. Selection Process states that, ‘...approximately 2.5% of the total appropriation may be reserved to fund young adult projects and 10% to fund families with the remaining balance for the single adult population. If there are not sufficient young adult and/or family projects, money will be used to fund other eligible projects’. Indicating that applications are being submitted for all three populations will help give OTDA a comprehensive overview of your agency as a whole. However, as stated in Section VII. Eligible Populations of the RFP, a complete application must be submitted for each population to be served.

FUNDING and ELIGIBLE EXPENSES QUESTIONS

30. The funding calculation for families is \$275 per unit per month. Am I to understand that if we have 16 units then our application can be for a maximum of \$52,800 no matter the size of the families? And that those funds should be primarily for salaries and fringe related to staff performing direct client services?
- The funding rate of \$275 per unit per month is the same regardless of family size. As stated in the RFP, Section VIII. Eligible Services and Costs, at least 80% of the total requested funding must be used for salaries and fringe of staff providing direct client services.
31. To be sure I am reading the criteria correctly, this funding can only be used for direct services and not for any maintenance costs at all unless they are related to security devices?

- Correct, as stated in the RFP, Section VIII. Eligible Services and Costs, at least 80% of the total requested funding must be used for salaries and fringe of staff providing direct client services. Up to 20% may be used for other costs which are in support of NYSSHP activities such as consultant fees, staff travel costs, equipment, supplies and contractual expenses. Up to 10% may be designated for administration costs related to NYSSHP. This information is also outlined in Section F. Budget, pages 58-60 of the RFP.

32. Can the funds be used for utility bills and landscaping costs for the families?

- No, NYSSHP funds cannot be used for utility bills or landscaping costs. This information can be found in the RFP under Section IX. Ineligible Expenses.

33. Our agency operates existing supportive housing for families for which we have received SHFYA money in the past and will be included in this RFP. We have 18 units of family supportive housing funded with HHAP and NY/NY III money in development. They are expected to open in late 2012. Can we include these 18 units in our unit count for this RFP?

The 18 units which are under construction and being funded with HHAP and NY/NY III money may be included in your application however, units that will not be operational for the entire contract term will be of a lesser priority. In addition, OTDA reserves the right to reduce funding amounts for units/beds that will not be operational for the full contract term. Please keep in mind, the RFP, Section XIV. Selection Process, states that projects that receive any additional or enhanced revenue support other than direct participant rents and rental subsidies (which includes NY/NY III projects) will be considered a lesser priority.

34. We are considering two HHAP applications this coming fall, but currently do not meet the requirements for housing for the NYSSHP. Would our 2 HHAP applications be looked upon favorably in this grant or would it be considered irrelevant considering the HHAP deadline is long after the deadline of this grant?

- Projects which have secured HHAP awards are a higher priority for NYSSHP funding. If HHAP funding has not been awarded prior to the due date of the NYSSHP application, the project will not be considered an HHAP project.

35. If we have an additional housing project in the proposal stages, and it will not be operative until Year 2, can we apply for supportive services funding for the additional two units? Will this decrease our chances of obtaining funding for supportive services for the two units we are currently operating?

Related Question: We are starting construction of a HHAP project for women and children in July 2011 and have a question about the timing of submission and contracting. Construction will take approximately 12 months – The contract start date for NYSSHP states approximately Jan 1, 2012 but our occupancy would be six months later. Will this be a problem? Can we still apply for the 2011-2016 NYSSHP?

- Yes, agencies can apply for units under development. As stated in Section VI. of the RFP, eligible applicants may apply in anticipation of units which are under construction or not yet obtained but will be operational within the contract term. However, these applications will be considered a lower priority. In addition, OTDA reserves the right to reduce funding amounts for units/beds that will not be operational for the full contract term. (Please also refer to question 33 and the response.)

36. For agencies awarded SHFYA contracts under the last RFP, and who are required to apply under the current RFP, are we to assume that awards under the new RFP will replace current contracts as of 1/1/12? Is it possible that current SHFYA contractors will who are not awarded a NYSSHP grant might continue to operate under their SHFYA contract?

- Yes, NYSSHP contracts will replace existing SHFYA contracts. Current SHFYA contracts will be ending 11/30/2011 and contractors will need to apply for and be awarded a NYSSHP grant to receive continued funding.

37. On page 10, #4: “If there are other viable proposals, OTDA reserves the right to fund projects in excess of 51 units at a lower rate of one hundred eighty dollars (\$180) per bed per month or \$2,160 annually and/or family units at a lower rate of \$250 per unit per month or \$3,000 annually.” Does this mean that all of the units over 51 may be funded at the lower or rate, or just the amount of units above the 51 (in our case 14)?

- The above provision would apply to all units. However, agencies with 51 or more units should apply for the full funding amount as the reduced rate for larger projects may or may not be applied.

BUDGET QUESTIONS

38. Are there any portions of the Operating Budget that may be used for a match to NYSSHP? (i.e. Program Budget listed under the Operating Budget)?

- Yes, for example if your agency receives funding from other sources (i.e. County or State contracts) for support services payroll, applicants may use those funds as a match. Please refer to RFP, Section XII. Matching Funds, which lists examples of suggested documentation for matching funds.

39. In the operating budget under “Program Budget” should this include NYSSHP personnel and other expenses included in the Appendix B budget?

- Yes, Program Budget should include all Support Services program expenses.

40. In the Operating Budget under “Maintenance Services” does this include the salaries of maintenance personnel?

- Salaries of maintenance personnel should be included in Section A. Line 15. ‘Maintenance Payroll’.

41. We have a question regarding Section F. Budget, Building Operating Budget (RFP Page 57): Should the amount of the NYSSHP funds that we are requesting from OTDA be shown as a (proposed) resource/income in Section F-4 Other Income? If not, where should the proposed NYSSHP grant award income be shown?
- Section F-4 Other Income on the Building Operating Budget should indicate income from your most recently completed operating year (or an estimate if program was not operational). The proposed NYSSHP grant income will be shown in Budget pages 61-68.
42. Do we need to provide a projected budget for years 2-5? I ask this question because the title of the form is PROJECTED OPERATING BUDGET and the instructions ask for the operating cost figures for the most recently completed operating year.
- All five years of the Projected Operating Budget should be indicated. Cost figures from your most recently completed operating year should be used for year one and then as a guide to help estimate projected costs in subsequent years (2-5).
43. Contained within the BUILDING OPERATING BUDGET are several tabs. With regard to the SALARIES OF OPERATING BUDGET tab, are we to document the payroll for the most recently completed year or are we to document the projected payroll?
- Payroll for the most recently completed year should be used for the Salaries of Operating Budget tab.
44. In the Budget Section of the NYSSHP RFP there are two forms for Project Operating Budget (over 5 years) and Building Operating Budget. In the Excel Spreadsheet titled “NYSSHP-Operating-Budget-Template” there are four worksheets, containing those two forms, and two additional (titled Salaries to Operating Budget and Projected Revenue). Are we supposed to complete and include just the two budget forms found in the Word/pdf document, or the four budget forms found in the Excel spreadsheet.
- All four budget forms in the excel document ‘NYSSHP Operating Budget Template’ should be completed.
45. Budget: if we have received NYS funding in the past, are we allowed to request funding for different line items than we have in the past or are we locked into our past line items? (i.e., if we requested a certain amount for non-personal services in the past, and the rest for direct services) can we this year change it to all direct services if we want, provided the total request doesn’t equal more than the total we are allowed?
- Agencies that have received SRO or SHFYA funding do not need to submit the same budget request as in their past contract. Budget requests should reflect the current needs of the supportive housing program.

MATCHING FUNDS QUESTIONS

46. Can donations of furniture be included in the in-kind match?

- Yes, donated furniture can be included in the in-kind-match. The value of any donated material, building or of any lease calculated using a reasonable method to establish fair market value should be included.

47. Are there restrictions on source of match funding required?

- Acceptable matching fund sources are outlined in RFP, Section XII. Matching Funds. Please remember that any source of matching funds should not be committed to another grant project.

48. We currently have contracts with NYS OMH (Office of Mental Health) and our LDSS (Local Social Services District) to provide permanent housing, case management, vocational training, etc. for persons with mental disabilities. Can we use the contract amount or portion of contract amount with OMH or LDSS as a matching fund?

- Yes, contracts with LDSS and other State agencies are acceptable sources of matching funds. Additional information can be found under Section XII. Matching Funds of the RFP.

49. Can NYC DHS funds be utilized for the required funding match? Our program serves both families and singles in an integrated model utilizing our former SHFYA funds and DHS funds to serve this integrated tenancy.

- Please be reminded that NYC applicants must first apply to NYC DHS unless they meet the exceptions outlined in the RFP, Section VI. Eligible Applicants. DHS funds supporting SROs cannot be used to meet the match requirement because those funds are used to satisfy DHS's required State match.

50. Regarding the required match. Is it acceptable to use operating income (tax credit allocations) for the units we are proposing to serve under the program?

- Yes, all operating income may be used as long as it is not committed as a match elsewhere.

51. Is the matching requirement new?

- The matching fund requirement is not new for agencies who previously received Single Room Occupancy (SRO) Support Services funding. The requirement is new for agencies who have received Supported Housing for Families and Young Adults (SHFYA) funding.

52. Can tenant rent count toward the match requirement?

- Yes, tenant rent can be used as a source of matching funds.

53. In addition to the list of suggested documentation of matching funds, could you provide additional examples?

- As stated on page 8 of the RFP, the provided list is not all inclusive. Financial statements, bank statements, documentation of assessed property or building value are all examples of acceptable matching funds documentation.

EQUAL OPPORTUNITY AND M/WBE QUESTIONS

54. A question about the instructions found on page 58 of the RFP: The acronym “EOD” is not defined and to our knowledge is not used elsewhere in the RFP. Please define EOD, and please tell us which forms are being referred to when the instructions state “Please note that all applicants are required to complete the EOD section of the application.”

- ‘EOD’ refers to OTDA’s Equal Opportunity Department. The EOD section of the application is the Equal Employment Opportunity and M/WBE forms which can be found in Section C. Agency Information. (Please see questions 55 - 57 for additional information).

55. We will submit our corporation’s EEO Policy Statement instead of OTDA Form 4970 to fulfill the EEO Policy Statement requirement. As far as we understand the instructions on page 58 regarding MWBE forms, we should submit each of the following forms in the application, but we are not required to complete/sign any of them, but rather write on the top of each “Not Applicable, as all contract funds will support personnel or contracts with other NFPS/units of local government”. We understand that this would pertain to the following forms:

- M/WBE and EEO Policy Statement – Pages 32-33
- M/WBE Goal Requirements and Certification of Good Faith Efforts – Pages 36-37
- Letter of Intent to Participate – Pages 43-44
- Request for Waiver Form – Pages 45-46

Given the assumptions noted in above, is our understanding correct about what to do with the four forms just noted?

Related Questions:

*Is it true that if we do not include in the budget supplies, equipment, travel, other contractual that we do not need to complete the : Subcontractor Utilization Plan, Letter of Intent to Participate, Request for Waiver, MWBE Participation Narrative?

*There are many MWBE forms in the application package. Should they all be left blank or marked not applicable if we do not use contractors? Are they meant for the WBE business to fill out if we used them?

*Form 4971: (pg 34): Do we submit this form with our application? If so, what period are we reporting on for this grant application or is it our proposed workforce? In the instructions it says

we must submit a staffing plan, which it seems is Form 4934.1. Do we need to submit Form 4934.1?

*As the prime contractors for this grant, with no subcontractors, are we still required to complete and submit the MWBE Letter of Intent to Participate, the Request For Waiver Form, and Participation Narrative?

- As stated on page 58 of the RFP, ‘Applicants who do not request funds in areas that offer MWBE opportunities, (i.e. those in which all contract funds will support direct personnel or contractual relationships with other NFPs/units of local government) will have a 0% participation goal. These applicants should label MWBE forms “Not Applicable, as all contract funds will support personnel or contracts with other NFPS/units of local government”. Please note that all applicants are required to complete the EOD section of the application’.

The following forms should be filled out and submitted by all applicants:

- ✓ OTDA-4970 M/WBE and EEO Policy Statement
- ✓ OTDA- 4934.1 Equal Employment Opportunity Staffing Plan

The following forms should be either filled out or marked ‘not applicable’ and submitted by all applicants:

- ✓ OTDA- 4976 M/WBE Goal Requirements and Certification of Good Faith Efforts
- ✓ OTDA-4938 M/WBE Subcontractor or Supplier Letter of Intent to Participate
- ✓ OTDA- 4937 M/WBE Subcontractor Utilization Plan
- ✓ OTDA- 4969 Subcontractor Request for Waiver Form
- ✓ M/WBE Participation Narrative

56. OTDA’s MWBE Policy Statement: (pg 47, Section C, Agency Information):

1. Question 1 asks us to “describe what affirmative steps will be taken to foster and promote participation by Minority Business Enterprises and Women-Owned Business Enterprises....”, do we describe our policy here even if we are attaching a policy?
 2. It says following the narrative, attach a copy of the M/WBE and EEO Policy Statement and that OTDA’s policy statement can be used here. If we are using OTDA’s statement, do we have to retype it or can we just use the copies in the application (pgs 32-33) for the attachment requested here?
- Question 1 of Section C. Agency Information of the application package should be submitted as a narrative paragraph which describes what steps will be taken by your agency to comply with M/WBE goals. If using OTDA’s EEO policy statement, a copy may be included with the other requested documents on page 47.

57. We do not contract with anyone for any items over \$10,000. In fact the only contractor we have is the guy who cuts the grass. Do we need to fill out the Women and Minority Owned Business forms?

- M/WBE goals apply to agencies that request NYSSHP grant funds in categories where it is possible to purchase goods and/or services from Women and/or Minority Owned Businesses. The possible categories in which there could be MWBE participation are outlined in the application, Section F. Budget, Instructions for Completion of the Budget.

PROGRAM PLAN/PROGRAM NARRATIVE QUESTIONS

58. On page 52, #14 Program Evaluation. Can we use our current and past SHFYA programs as an example?

Related Question: Program Evaluation: (pg 52): When you say “Please provide a summary of a current program that would best demonstrate your agency’s ability to administer the proposed NYSSHP project”, can we use our housing program as the program? If so, can we use previous HHAP SRO Support Services funding as the source? Or should it be another funding source other than HHAP as the example? Or should it be a completely separate program that our organization operates?

Can more specific information be provided regarding what is to be addressed under the program evaluation (#14 of section E/Program Narrative)?

- Applicants should provide a summary of a program that best demonstrates your agency’s ability to administer a supportive housing program. The purpose of the program evaluation is to explain your agency’s past experience with running a supportive housing project. If possible, the chosen example should be similar to the proposed NYSSHP program. As stated in Question 14 of the application, applicants should discuss the funding source, overall summary of the project and outcomes achieved.

59. Regarding Section E. Number 15. Support Services Plan, in the three right-hand columns under “Services to be provided by proposed NYSSHP project”: Should support services only be checked in these columns if the proposed budget will support them?

For example, we have a referral relationship with other agencies to provide advocacy assistance for the target population, and this assistance will continue during the proposed NYSSHP. If it is not to be funded out of the proposed budget, should the column be checked? Or are the last three columns only for services to be paid for with NYSSHP funds?

Related Question: Section E, Program Narrative/Program Plan: (pg 53): If our organization currently receives NYS SRO funding, wouldn’t the 2 sections be almost be identical (service currently provided and services to be provided by proposed NYSSHP project)?

- For the Support Services Plan Form on page 53 of the application, applicants should indicate current supportive services being provided under the ‘currently provide’ column. The supportive services you intend to provide if NYSSHP funding is received (as well as

services that will be provided regardless of receiving a NYSSHP grant) should be indicated under the 'services to be provided by proposed NYSSHP program' column.

60. Local Continuum of Care: (pg 48, Section D, Coordination w/ Local Homeless Services) if our local Continuum is willing to write up a 1 page description of how it operates, the types of activities undertaken, and its impact on delivery of homeless services, can all agencies within that Continuum submit that same description (with exception of information about our agency's role, and our coordination with the local planning process)?

- Yes, if your Continuum of Care is willing to provide agencies within the Continuum a description regarding how they operate, all agencies applying for NYSSHP may (but do not have to) use the same description.

61. Page 49, Question G: it says, "Discuss the relationship between the proposed target population and the previously described community in Section D". When you say "community", do you mean the geographic area? Or the continuum? Could you more clearly define "community"?

- For Page 49, Question G. of the application, applicants are encouraged to answer by relating the target population back to page 48, Question 1 which includes both the geographic area and the Continuum of Care.