



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

SHARON DEVINE
Executive Deputy Commissioner

August 14, 2015

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 2:00pm September 3, 2015.
2. All applicants must be Prequalified in Grants Gateway in order for OTDA to review your application. Completed applications from organizations that are not prequalified by 2:00pm on September 3, 2015 will not be accepted.
3. The Grants Gateway helpdesk hours are 8am-8pm Monday – Friday. Contact information for Grants Gateway assistance is as follows: 1-800-820-1890 helpdesk@agatesoftware.com
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 Signatory or Grantee System Administrator role. (Note: A single person may have more than one role in the Grants Gateway.) Please review the instructions about how to submit the application in the **Grants Gateway** section of the Question and Answer document. There are screen shots that show exact steps to submit the application.
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 **Grants Gateway** section of the Question and Answer document. 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 after 2:00pm on September 3rd.

OTDA is looking forward to receiving your applications.

Sincerely,

Sandra Ayers, Karen Pierino & Keturah Tallon

NYSSHP Program Managers

ADDITIONAL INFORMATION

PRE-SUBMISSION UPLOADS - A completed matching funds letter should be submitted. The template format is included with these Q & As. Please complete and upload the matching funds letter with letters of support in the Pre-Submission Uploads section.

Page 21 Application Instructions:

Program Specific Questions screen – Provide the information requested. Narratives are limited to 4,000 characters per question. Questions #28, #38 and #40 request an upload, if applicable.

Current NYSSHP Contractors

- 1) The RFP says that the new contract period will begin January 2016. We have been told that current NYSSHP contractors MUST submit a proposal in response to this RFP in order to be considered for future funding. However, our current NYSSHP contracts run through December 2016. Won't this create overlap for the 2016 program year?

Related Questions:

Our current NYSSHP contract is for 5 years January 1, 2013 to December 31, 2016. Are we to wait for next year to apply for next 5 years or are we to apply this round of funding beginning January 1, 2016?

We currently have a NYSSHP contract that ends on 12/31/2016. This RFP gives a start date of 1/1/2016. Will OTDA issue a NYSSHP RFP next year, or do we need to respond to the current RFP? If we apply and are awarded funds under this round, will the current contract be terminated or would the next contract begin in 2017?

The RFP notes that "Current NYSSHP contractors must submit a proposal in response to this RFP to be considered for future funding". Does this include contractors whose contracts are currently not set to end until 12/31/16? If we are awarded a new contract starting 1/1/16 would it replace our current contract?

Due to the nature of the funding stream for NYSSHP in 2016, and as discussed at the Regional meetings held in June 2015, OTDA has released the NYSSHP RFP a year sooner than anticipated. Current NYSSHP providers will not have additional funds put on the contracts after December 31, 2015. Therefore, current contractors must apply for this procurement opportunity to continue NYSSHP services after December 31, 2015. All NYSSHP contracts will begin on or about January 1, 2016.

Eligibility Questions

- 1) In reading this RFP, it would seem that domestic violence shelters which receive operating certificates from OCFS under 18NYCRR, Chapter II, Section 452, are not eligible applicants according to 1.8 of the RFP. Is this correct? If so, this would seem incongruent with victims of domestic violence as one of the identified target populations in 1.5 of the RFP, as well as homeless families—who may be homeless due to domestic

violence. It would also seem incongruent to the extent that victims of domestic violence may be directed to non-domestic violence agencies that do not provide the level of safety, specialized services, and confidentiality they require.

For the purposes of NYSSHP, DV shelters that receive operating certificates from OCFS are not considered eligible facilities. Transitional and permanent housing are eligible projects under this RFP. Agencies that serve domestic violence victims in unlicensed permanent or transitional housing are eligible to apply.

- 2) Are scatter-site housing programs eligible for funding, or is this only for sites owned by the applicant?

Related Questions:

We currently lease units from landlords in the community as part of our permanent supportive housing program (through HUD), and we sublease the units to our program participants. Would these units be eligible for NYSSHP funding? Page 5 - “Eligible applicants must manage, own, or operate transitional or permanent housing...” – do these units fall under that statement?

Is an agency considered an eligible applicant and/or partner if the clients to be served by the NYSSHP services are housed through a Shelter Plus Care program of vouchers which includes individuals/families leasing privately owned apartments scattered around the community, with rental assistance and some services through the Shelter Plus program?

As stated in RFP Section 1.2, Eligible Applicants must manage, own, 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.

- 3) Do apartments have to be ready for move in when this contract is executed? Can we reflect potential units in our budget?

Related Questions:

Should a site/program that is due to open in 2016 apply in this funding round?

We are applying for NYSSHP funds to support housing units that will not be operational until year 2 and 3 of the grant cycle. If funded, what are the budget expectations for the time prior to the units being operational?

As stated in Section 1.2 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’. The contract term will be 1/1/2016 through 12/31/2020. Funding for units that are not yet operational will be withheld until the units officially come online.

- 4) Are leases required with the tenants?

A formal lease agreement between the applicant and the tenant is strongly encouraged by OTDA, but ultimately is at the discretion of the applicant.

- 5) A unit for single adults is defined as a private room providing living and sleeping space for at least 1 but no more than 2 persons. Our facility is a 3 unit (3 separate apartments) with 3 bedrooms each (9 bedrooms total). Would that mean that we could place 2 persons per bedroom, for a maximum of 18 persons? If yes, could that 2nd person be a child under the age of 18 of the adult?

Based on the unit structure outlined, this program would be eligible to apply for 18 single adult beds. As defined in Section 1.5 Eligible Target Populations, 'A separate application must be submitted in Grants Gateway for each target population you intend to serve'. NYSSHP eligible single adults are defined as adult individuals living without children, who are residing in an eligible unit, and who are in need of services to live independently and remain stably housed. If the second person were a child, then this project would be considered a family project. As such, the project would be eligible for 3 family units under the funding formula.

- 6) We are applying for NYSSHP funding to support case management services at a property not yet developed, but once completed will include both one- and two-bedroom units. As such, we may have single individuals and families, although it is not clear how many of each. Should we apply solely under one category, or make an estimate based on the number of bedrooms per unit? If we were to solely apply under one category, would only residents under that category be eligible for services?

The decision to apply solely under one category, or to estimate how many units will house singles vs. families and submit two applications, can only be determined by the applicant. If an application is submitted under one category, it is expected that only one target population will be served.

- 7) Are permanent housing programs funded by HUD through the local CoC process eligible for NYSSHP funding?

Yes, housing programs funded by HUD through the local CoC process are eligible assuming that all other NYSSHP eligibility criteria is being met.

- 8) We are currently working to secure scattered site apartments for the project. Shall we list the Site Address as our corporate headquarters? Must the units be secured by submission or by the contract start date?

If the addresses of the scattered site units are still to be determined by the application deadline you may list your corporate headquarters address temporarily. Units do not need to be secured by the submission date or the contract start date. Please be advised that per Section 1.2 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 or units will be considered a lesser priority.' Question #39 of the Program Specific Questions requests detailed information about the operational readiness of units for which an application is being submitted.

- 9) Will the applicant/grant awardee be providing services to our current clients in our current housing, or will we be servicing clients from other agency residences? If we will be servicing clients from other agency residences, do we need to apply/respond to the RFP in cooperation with the other residences?

As stated in the RFP, Section 1.2 Eligible Applicants, applicants must manage, own, or operate the transitional or permanent housing units. Eligible applicants may also apply in cooperation with one another. A formal agreement establishing the relationship between the two organizations must be presented as part of the proposal. In such circumstances, the primary applicant (the Manager/Owner/Operator) will be required to contract with OTDA and have full legal responsibility to implement the proposed project.

- 10) Our agency is the sole member of a subsidiary not-for-profit housing development fund company (HDFC). The HDFC is the managing member of a three member limited liability company (LLC). The LLC is developing a Low Income Tax Credit project which will house Eligible Target Populations. The LLC is the titled owner of the property and the HDFC is the nominal owner of the property. Does this ownership structure meet the ownership requirements of this RFP?

The primary applicant for this RFP should be the entity that is the Manager/Owner/Operator and will be implementing the project. Based on the information provided, this project appears to be eligible for NYSSHP.

- 11) Our programs were developed using tax credits and we have a limited partnerships which means we are not the sole owner. On the site location application it asks if the site is owned by the applicant. How shall we answer this question?

As stated in the RFP, Section 1.2 Eligible Applicants, applicants must manage, own, or operate the transitional or permanent housing units. For the purposes of the Site Locations Upload, if the applicant has an ownership stake in the site being listed, the answer is 'yes.'

- 12) Do operators of housing certified through NYS OPWDD constitute eligible applicants as single entities?

Per the RFP Section 1.8 Eligible Units, in no event shall units be located in an operating residential facility or institution required to be licensed by any State Agency except for OCFS certified young adult projects. Based on the information provided, these units would not be eligible for NYSSHP funding.

- 13) Is a Transitional Recovery Home for homeless persons with a substance abuse diagnosis that has a maximum stay of 24 months covered as an eligible program?

Per the RFP Section 1.4, The New York State Supportive Housing Program (NYSSHP) is designed to provide direct services to eligible populations residing in permanent or transitional housing projects managed by eligible applicants. Furthermore, per Section 1.5 of the RFP, Eligible Target Population: 'preference will be given to applicants who serve Medicaid recipients who also suffer from addiction, physical disability and/or a mental disability'. Eligible Population is further defined in Section 1.5 Single Adults as, 'Eligible single adults may include, but are not limited to: '...Individuals with histories of substance abuse, etc.' Based on the information provided, these units would be eligible for NYSSHP funding, assuming that the site is not a licensed facility and is owned, managed, or operated by the applicant.

- 14) Our agency is not a member of the NYC CoCC. Does our lack of regular membership in the NYC CoCC prevent us from applying for NYSSHP funding? We operate both transitional & permanent housing for homeless single adults living with HIV/AIDS & for homeless single adults diagnosed with a severe mental illness.

While all agencies are encouraged to participate with their local CoC, it is not an eligibility requirement to submit a NYSSHP application.

Allowable Expenses

- 1) Can we apply for metro cards and incentives under this RFP?

Related Question:

Our agency is considering applying for this grant for our HASA clients. What kind of incentives for participation can be offered via these funds?

Per the RFP, Section 1.6 Eligible Services and Costs, travel expenses are considered eligible. Incentives may be requested, but will be approved at the discretion of OTDA. If applying for incentives, the type of incentives being offered and the reasoning behind them should be clearly demonstrated in the application.

- 2) Can this funding be used to provide additional services in a permanent Supportive Housing Program that already has service dollars for Case Management but needs to add Substance Abuse, Mental Health or Vocational and Educational services?

Yes, per Section 1.6 Eligible Services and Costs, the following are considered eligible direct service costs under NYSSHP:

- case management;
- counseling and crisis intervention;
- employment and vocational assistance;
- educational assistance;
- parenting skills development;
- pregnancy prevention, including counseling;
- family reunification and stabilization;
- life skills training; and/or
- building security services.

It should be noted that this is not an inclusive list. Mental health and substance abuse services may also be considered eligible provided the site is not a licensed facility. Per Section 1.7 Ineligible Services and Costs, New York State Supportive Housing Program funds may not support: 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.

- 3) If a Support Services position is currently funded from Rental Income, is it eligible to be funded from NYSSHP, if granted an award?

NYSSHP funding is intended to support the costs directly associated with the provision of personal support services to tenants (i.e. personnel, fringe and some contractual costs). Per Section 1.11 Maintenance of Effort, funds acquired through this RFP may be used to initiate services, expand services or continue a program that is reapplying for NYSSHP funding. Funds acquired 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.

- 4) Does the applicant/grant awardee need to provide housing or just supportive services to those already in housing?

The applicant must own, manage 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. Per the example in Section 1.2 Eligible Applicants, ‘...a not-for-profit organization may own/operate a property consisting of six (6) – one (1) bedroom apartments while another not-for-profit organization provides support services to the residents. In this example the owner/operator of the housing would be the primary applicant with the service provider being a supporting applicant.’

Matching Funds

- 1) Is rental income from project properties allowable as matching funds for NYSSHP?

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

- 2) Can you provide a better understanding of what we could use or could be considered as “match” for the grant?

Related Questions:

Can incurred costs for physical structure of housing units be counted toward matching funds requirements?

Per Section 1.10 Matching Funds, all applicants must provide a dollar-for-dollar match to the NYSSHP funds that are provided under this program. The match may be actual or in-kind expenditures incurred by eligible applicants in the operation of eligible projects, and must be documented.

Some examples of items that could be considered matching funds include but are not limited to: contract funds from the Local Department of Social Services (LDSS) or from other state or local government agencies; private donations; United Way funding; materials; equipment; space and/or staff or volunteers; the portion of the building’s lease or mortgage cost which can be allocated to program space; consultant and/or contractual services purchased to support the program or program staff; travel costs incurred by tenants or staff as part of the program; etc.

Some examples of acceptable documentation include, but are not limited to: contract award letters; commitment letters; financial statements; bank statements; documentation of assessed property or building value; volunteer records; etc.

- 3) We have a number of sources of matching funds, but we receive more than the grant request amount from Project Based Vouchers. So is it better to only include this one source of matching funds?

NYSSHP requires a 100% (or dollar-for-dollar) match to the program. Applicants are advised not to commit more than is necessary toward the matching funds requirement. For example, if an applicant is requesting a yearly NYSSHP grant of \$36,000, and the income from Project Based Vouchers is \$50,000 annually, only a portion (\$36,000) of that income should be committed to NYSSHP. Please be advised that the funds must not be committed as match elsewhere.

- 4) Can we match the NYSSHP funds (which are being used to provide direct support services to our residents) with revenue that is used to cover operating expenses for the facilities (i.e. utilities, insurances, etc.)? If so, do we list these expenses under "Other Expenses" in the budget?

Yes, matching funds can be used to cover operating expenses for the NYSSHP facility and should be listed in the 'Other' category. Operating expenses can NOT be covered by NYSSHP funds.

- 5) Can rental subsidies, such as Shelter Plus Care, be used to meet the match requirement?

Related Questions:

Are Section 8 rental subsidies allowed as matching funds?

We plan to use a Federal HUD cash grant to meet the match requirement. Is that permitted, as HUD is not "state or local?" In addition, if we do not have our executed HUD Grant Agreement by the September 3rd due date will a letter from HUD stating that it is "in process" be acceptable?

Matching with federal funds is allowable under the contract. Applicants that wish to do so must ensure that the contract with the governing Federal Funding Agency, and federal regulations, permit such use for match. A letter from the funding agency (such as HUD) stating that the contract is in development is acceptable.

- 6) May our agency use the difference between fair market rent and the actual rent charged to meet the match for the grant?

Actual tenant rents collected may be used as a source of matching funds.

Target Population

- 1) My agency intends to apply for NYSSHP funding for two Homeless Housing Assistance Program (HHAP) funded housing sites. The support services at one of my sites are currently funded with NYSSHP dollars. The second site, which is a new project that

opened in December of 2014, does not currently receive NYSSHP funding. Am I required to submit two separate applications for funding (one for each site) or do I submit one combined application that lists both sites? The target populations are the same.

Only one application should be submitted in this case because the target population is the same for each site. The exception may be if an entity is applying for two sites that are located in vastly different geographical locations.

- 2) We understand that to be eligible, the Young Adults must be between the ages of 18-25. We currently have a program funded by NYSSHP that has clients over the age of 25. We're actively working with those clients on transition plans, applying for vouchers, and other ways to help them secure independent housing. It is unlikely however that all clients over 25 will be discharged prior to the end of our contract term. We still plan to apply for NYSSHP funding for this program to keep these beds dedicated for Young Adults. How should we address the age of the current clients in responding to this RFP and are current programs at risk of not being funded?

Since the funding amount per unit is the same for young adults and single adults, applicants serving a combined population are advised to apply for funding for the target population they intend to serve. If applicants have two 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 exclusively serve those individuals who are 18-25. Additionally, if a program serves young adults who may potentially be re-united with their children while in residence, OTDA would recognize that as a family population. If a client ages out of the young adult bracket, it is up to the funded agency to decide how to best meet the client's needs.

- 3) Our program provides housing and services for individuals ages sixteen and seventeen. Which group should they be placed under?

If the target population to be served is individuals under 18, they would be classified as a youth population and ineligible program for funding. If program participants are under 18 and residing with an adult parent or guardian, they would be eligible for family unit funding.

- 4) I am seeking clarification on eligible target populations and if applications can be submitted for single adults with intellectual and developmental disabilities as a primary diagnosis or must it be for a broad range of single adults?

Per the RFP, Section 1.5 Eligible Target Populations, '...Eligible single adults may include, but are not limited to: victims of domestic violence, persons with a mental disability, individuals with histories of substance abuse, veterans, individuals with histories of involvement in the criminal court system and individuals living with HIV/AIDS that are in need of support services.

Please note that this list is not inclusive. It is permissible for your program to focus primarily on one subset of the eligible target populations. For example, some programs may only admit individuals with a qualifying developmental disability while other programs may focus solely on veterans. This decision is based on your program and is up to the discretion of your agency.

As a reminder, Section 1.7, Ineligible Services and Costs, of the RFP states the New York State Supportive Housing Program funds may not support 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.

- 5) Is there an age restriction on single adult population? Can we serve 18-24 years olds under that category?

Yes, applicants may serve 18-24 year olds under the single adult category.

- 6) Can an agency submit one application, if it intends to serve both transitional and permanent housing clients in one project. The instructions currently state you must submit separate applications for each target population (single adults, young adults, families).

Related Questions:

Do we need to fill out a separate application for units we have in another county? We have some in one county and some in another?

I am planning to apply for NYSSHP for 3 veterans programs all under the same agency. Two are SRO transitional housing and 1 is a permanent apartment program. Do I need to do 3 separate applications or can I combine them into one?

My agency operates three different permanent housing programs. Should I submit one application for each program or one combined application which reflects the combined number of units for all three programs?

Can an Agency submit more than one application (for separate projects)?

Can an agency apply for more than one project?

Separate applications are only required for different target populations (single adults, young adults, families). It IS permissible to serve clients in either transitional or permanent housing under one project. Please be sure to thoroughly discuss the needs for both types of housing in the Program Specific Questions section of the application. A combined application for multiple programs under the same agency is also allowable. Again, make sure to clearly discuss all programs in the application. An agency may submit more than one application for different projects (same target population) if they have two or more projects that they deem to be different enough to warrant a separate application (i.e. projects in non-adjacent counties or vastly different geographical regions).

- 7) In terms of the income requirement for both Young Adults and Families, we have current programs where a few clients have income in excess of 200% of the federal poverty line. Many of the services our organization provides to these clients help them obtain, maintain, or increase their income. Therefore it does happen that during a

contract term, a client may exceed 200% of the federal poverty line. Is there any flexibility on the income requirement during the term of the contract?

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. It is at the applicant's discretion to determine whether clients who have increased their income remain at risk of losing housing and/or entering the homeless services system and to have policies in place that support transitioning participants who are no longer in need of the services.

- 8) What constitutes sufficient proof or rendering of appropriate "target populations"? (Is statement or needs assessment from local government or social services required, or would other demographic and experiential or community partner statements of need be sufficient?)

Continuum of Care (CoC) and/or agency experience may be used to document the need in the community. Please refer to section 1.5 Eligible Target Populations for additional information.

Applications

- 1) If our agency applies for both Single and Young Adult beds, would OTDA award a higher number of Single beds (effectively "converting" some of the Young Adult beds requested by the applicant into Single Adult beds), as individuals 18-25 are technically eligible for services under either category? As an example, if an agency applied for funding to support 15 Single Adult beds and 15 Young Adult beds, but OTDA had funded its target 2.5% of the Young Adult beds already, would OTDA potentially award 30 (or fewer) Single Adult beds, or has the agency effectively capped its award at 15 beds by requesting only 15 Single Adult beds?

Awards will be made based on the number of beds for the target population for which the application is submitted. OTDA will not increase an applicant's requested number of beds for a target population. If an applicant does not exclusively serve individuals 18-25 years old, it is advised that an application be submitted for a Single Adult population.

- 2) In previous years the single adults and young adults were placed in the same application. Are they separate applications now?

A separate application should be submitted for each target population the applicant intends to serve. Target populations are listed in the RFP, Section 1.5. Please note that young adults (18-25 years old) may also be served under a single adult program.

- 3) Is there any reason I cannot sign on behalf of two different agencies that are applying for funding? I am Executive Director of one and Acting Executive Director of the other. They are two separate agencies, the boards of both are aware that the other is applying for funding.

You may apply and submit an application on behalf of multiple agencies. You must be designated the appropriate roles in the Grants Gateway system. In addition, please be cognizant of Executive Order 38. More information on Executive order 38 can be found at <http://executiveorder38.ny.gov/>.

Miscellaneous

- 1) Was there an increase in overall funding for this program?

The allocation in the SFY 15-16 budget that supports the Solutions to End Homelessness Program (STEHP), New York State Supportive Housing Program (NYSSHP) and the Operational Support for AIDS Housing (OSAH) program was increased.

- 2) Question # 30 has a button to upload a document. What should be uploaded here?

The upload field for Question #30 was a typo and is not present in the Grants Gateway system.

- 3) Could OTDA provide an applicant RFP submission checklist?

All required elements are in the Grants Gateway.

- 4) It appears that in the Objectives and Tasks section, the RFP only wants very basic information (i.e. number of adults served, target population, length of stay, etc.) and not more detailed outcomes – is this correct?

Related Question:

In our previous NYSSHP application, we were asked to provide measurable objectives (i.e. 80% of residents will remain or move to permanent housing) – we are not seeing a place to enter this information. Is it required in this application or not?

All required Measurable Outcomes/objectives are captured in the Objectives and Tasks section of the application. Applicants may expand on program outcomes in the work plan overview project summary section.

- 5) Is there a per award cap on funding?

Yes. First, per section 1.12 Selection Process, 'If there are additional proposals which qualify for funding, no one agency will be awarded more than 50% of the total funds available for NYSSHP.' In SFY 14-15 NYSSHP was funded at \$26,261,506. Second, funds requested under this RFP are calculated on a per unit basis. NYSSHP funding is based on a formulaic method of (#units or beds) x (Target Population Monthly Rate) x 12 months.

- 6) For the section of the RFP that requires the site address, are we only supposed to put our main office address, even if it is not in the same city as the actual project sites?

Applicants should list all the actual project site addresses for which an application is being submitted in the Site Location excel document, located in the Pre-Submission Upload section.

- 7) Do the documents "Contract Documents" and "Attachment A-1" need to be submitted with the application, or only when selected for a contract?

The 'Contract Documents' and 'Attachment A-1' are included for information purposes only. These documents will be components of the executed contract and therefore should be

reviewed prior to submission to ensure an understanding of the contractual obligations under NYSSHP.

- 8) When printing the application, just to look at the work done, there is a lot of space dedicated to OBJECTIVE AND TASKS for just the one word and one integer responses. Am I missing something?

The Grants Gateway system is used for a variety of different procurements and is designed to allow for a multitude of questions and answer types. The required information for this application may be more/less than for other applications that utilize the system.

- 9) Is it possible to obtain copies of a NYSSHP application previously submitted by our organization?

Per Section XVI Records and Recordkeeping of the 2011 NYSSHP RFP, all records pertaining to this contract, including financial audits, budgets, plans/drafts, supporting documents, statistical records, etc., must be retained for a period of at least six (6) years following submission of the final expenditure report.

Should an applicant require a copy of their previously submitted application, they should contact the OTDA Public Information Office. Information can be obtained at: <https://otda.ny.gov/news/>.

- 10) Is there a prioritizing of proposals based on the percentage of those served who are in receipt of Medicare?

No, tenants in receipt of Medicare are not currently of a greater priority under NYSSHP. Priorities are established on page 11 of the RFP.

- 11) How can we determine if our agency received Homeless Housing Assistance Program (HHAP) funds?

Applicants with questions about HHAP should contact the Homeless Housing and Assistance Program (HHAP) at 518-473-4003.

- 12) As the delivery date is stated as July 20th, but the release date was August, will there be an extension on the deadline?

The release date of the NYSSHP RFP in Grants Gateway was July 24, 2015. The deadline for submitting applications remains September 3, 2015 at 2:00 PM.

- 13) What, if anything, should be uploaded for the "Grantee Document Folder," in the Grants Gateway application?

This folder is for use by the Grantee. Information in this folder may not be reviewed during the proposal evaluation process.

- 14) Question #40 States that "*FOR NYC APPLICANTS ONLY; all others may respond with NOT APPLICABLE—Discuss/Explain/Verify how the supportive housing units identified in this application will not also be funded with New York City Department of Homeless Services (DHS) supportive housing funds. Verification may be satisfied by uploading a letter from DHS that states the applicant will not receive supportive housing funds for the*

specified units or by clearly demonstrating that the units are ineligible for DHS funding. Simply stating the units are ineligible is not a sufficient response.”

Since DHS does not fund supportive housing projects as per its mission statement of “to prevent homelessness when possible, to provide temporary, emergency shelter when needed, and to help individuals and families transition rapidly into permanent housing”, we desire advice on the use of this requirement.

DHS does fund supportive housing projects. Applicants with questions regarding the DHS Support Services Subsidy should contact NYC DHS at (212) 361-0775.

- 15) The Application Instructions- budget section states “When creating your matching funds letter follow the format provided in the pre-submission upload section”. However when I go to the pre-submission section I don’t see that template listed.

The template format is included with these Q & As. A completed matching funds letter should be uploaded with letters of support in the Pre-Submission Uploads section.

- 16) The RFP indicates that approximately 10% of the total appropriation may be reserved to fund family projects. Is this similar to the current distribution between family/young adult and single projects, or is it a lower percentage?

The 10% appropriation for families and 2.5% appropriation for young adults are consistent with the percentages set forth in prior RFP’s. These percentages are guidelines which are meant to ensure that a certain level of funding for all target populations is maintained. If there are not sufficient fundable projects in any one target population, money will be used to fund other eligible projects.

- 17) The Request for Proposal states that contracts awarded under NYSSHP may include Medicaid Redesign Team funds. Will these funds cover the Expenses that are not funded under the RFP?

Related Question:

What services are billable to the Medicaid Redesign Team funds?

The Medicaid Redesign Team (MRT) Funds are a component of the overall funding for this grant opportunity, not a separate portion. OTDA will determine which projects/costs are eligible for MRT reimbursement in funded projects.

- 18) Are the tenants eligible for SSI payments? If the tenants are not SSI eligible, then what would be their source of income for us to charge rent?

Related Question:

Can we collect rent from the SSI payments? There are uncovered expenses from the NYSSHP funding. Can we offset this by collecting sufficient monies from the Client’s SSI payments?

Per Section 1.5 Eligible Target Populations, for single adults, if a program participant's income is more than one hundred fifty percent (150%) of the Federal poverty level, the project may

charge that participant a service fee. Such a fee may not exceed fifty percent (50%) of the total cost of the services provided by the project, divided by the number of residents housed in the project. For young adults and families, eligible families and young adults are those who meet eligibility guidelines 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 and, unless in receipt of public assistance, whose participation in such a program would not constitute “assistance” under the Federal TANF regulations. Collecting rent from tenants receiving SSI is acceptable.

If a tenant is not in receipt of SSI at time of intake, the agency should assist the tenant to establish any benefits which they may be entitled to receive.

- 19) If we apply for single adults, can those customers have overnight visitation with their children if they are non-custodial parents?

This is an applicant policy. OTDA does not advise on visitation.

- 20) Can you expand on what information you're looking for by posing the following question in the Program Specific section: Explain how duplication of effort will be avoided if the proposal were to be funded?

The intent of the NYSSHP question is to ensure that duplication of services by agencies within a geographic area are avoided.

- 21) Have any underserved regions (see p. 12 of the RFP, mid-page) been identified? The RFP indicates that geographic location may be considered, only to the extent that OTDA wishes to reach underserved regions (if any are identified).

Underserved regions have not yet been identified. They will be identified upon receipt of applications and prior to the awarding of funds, if necessary.

Project Operations Data Spreadsheet

- 1) On the Project Operations Data spreadsheet Tab #3, (which seems to indicate a single building in its reference to “project site”) & for Tab #4, if we have multiple buildings do we create a sheet with expense/revenue for each building or should these tabs aggregate information for all buildings, so we would just submit the total across all of the buildings? Tab #3 refers to project site, which seems to indicate a single building.

Related Question:

For the Project Operations Data Spreadsheet, is a separate excel form to be used for each site or are all sites to be computed cumulatively on one excel form among?

Our application includes units in four scattered project sites of which we are either the owner or the general partner of the limited partner in low income housing tax credit projects. Not all of the properties have HHAC capital funds. In the past we submitted building budgets only for those properties that had HHAC capital funds. Do we submit a building budget for each building or just for the buildings that have HHAC funds?

All sites should be aggregated on one excel form. The purpose of Tab #3 Project Operating Budget and Tab #4 Project Revenue are to give an overview of the proposed program as a whole. The submitted Project Operating Budget should include all project sites for which NYSSHP funding is being requested.

- 2) Regarding Tab #5, NYSSHP Dependence: Should the “total support services payroll” include the salaries of only those staff members who will be at least partially compensated by NYSSHP, or must it also include any staff that perform eligible activities in Section 1.6 that will not be compensated by NYSSHP funds, but might be used as part of “matching” funds?

Related Question:

In the worksheet tab #3, Project Operating Budget tab, should the Support Services Payroll line include the personnel expenses for which NYSSHP funds are being sought?

All Support Services payroll should be included in the Support Services Payroll line regardless of the funding source.

- 3) In the worksheet tab #2, Support Service Plan, should services currently funded by NYSSHP be included in the “Services Currently Provided” column?

Yes, services currently funded by NYSSHP should be included in this column.

- 4) On the Project Operating Budget, where can we include administrative payroll and benefits (which is distinct from the Support Service Payroll)?

Administrative payroll and benefits expenses should be place in Section B. Program Budget, line 4.

- 5) I understand that we must submit separate applications for each target population however we are unsure how to approach the submission of the operating budget, specifically tab 3 and 4 of the budget. Our permanent housing locations are comprised of single units and family units and our operating budget is based on all units. We do not break out the single units from the family units. Is it acceptable to submit the full operating budget of our program or do we have to break out the costs? (The latter would be a huge burden for programs that operate mixed unit housing).

The projected operating budget may include all housing locations regardless of the target population.

Budget

- 6) Under the form “Personnel Services” the annual salary is required as is total grant funds. Should total grant funds reflect 5 year amounts or one year? # months funded – does this mean 5 years, or one year. Or is it a fraction based on our deficit funding? % funded should represent secured funds?

The budget submitted should be for a one year (12 month) period. Total grant funds will also reflect the annual amount, not the 5 year total. Percent funded refers to the amount of the total salary that will be paid with NYSSHP funds. For example, if the total salary for a Case Worker

position is \$50,000 but only half of that salary will be paid with NYSSHP funding, the percentage listed will be 50%.

7) What do you want in the justification line for fringe benefits and equipment?

The justification should explain, briefly, the item(s) requested (i.e. FICA, health insurance, workers compensation, computer for case manager, etc.)

8) On the Expenditure Summary there are line items for Operating Expenses and Space/Property and Utilities. Is there a worksheet to complete for that information?

Related Questions:

In the expenditures summary, there are lines for operating expenses (like utilities) but there is not a place to enter these expenses in the budget section – should they be entered under “Other Expenses” or under some other category?

Per Section 1.7 Ineligible Services and Costs, bullet two, 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.). Therefore, those line items for the Expenditure Summary cannot be accessed.

9) When the salary and fringe forms ask for Matching funds, do we just put in the same amount as requested from NYSSHP?

NYSSHP requires an overall 100% match on the amount of the grant, not per line item.

10) If no equipment (etc.) is being requested, do all forms need to be filled out as requesting “\$0” and submitted, or will the system allow the application to be submitted without them?

Information does not have to be entered into a section in which funding is not requested.

11) If we are awarded this grant, is there room to modify the budget? In other words, how closely does OTDA look at the proposed budget versus actual expenditures?

Submitted budgets should be as accurate as possible. Requests for Modifications may be granted, if sufficiently justified and provided the underlining requirements of the grants are met. Claims are paid on a reimbursement basis.

Letters of Support

1) For NYC applicants, does the letter of support from the LDSS have to come from HRA or DHS?

Related Questions:

Can the NYC Department of Homeless Services be considered the LDSS for a NYC project?

Is the LDSS for New York City the New York City Department Human Resources Administration?

On page 5 of the RFP, the RFP states that applicants must provide verification that units supported by a direct NYSSHP award will not also be funded with NYC DHS funds. Is this letter in addition to the letter of notification/ support required from the LDSS?

For NYC applicants, a letter of support may be obtained from either HRA or DHS. However, it should be confirmed from DHS that the applicant will not receive supportive housing funds from DHS for the specified units and/or that the units are ineligible for DHS funding. A confirmation letter from DHS should be uploaded under Question #40 of the Program Specific Questions.

The letter of support (either from DHS or HRA) should be uploaded under the Pre-Submission Uploads section and Question #38 of Program Specific Questions.

- 2) We are applying for NYSSHP funding in a county that does not have a CoC. Since a letter of support from the CoC is required, is there another entity, aside from the local DSS, from whom we should be requesting a letter?

In the event that there is no CoC in your area, a letter of support from your local DSS may be substituted.

- 3) Are both the letter of intent and the LDSS letter of support necessary?

No. If an applicant has received a letter of support, that letter should be uploaded. However, if support was requested but a letter was not received by the September 3rd due date, upload the letter of intent to demonstrate that it was requested.

MWBE

- 1) Do we have to submit the MWBE Utilization Plan form even if we do not currently contract with a MWBE or expect to under our new application? How do we fill it out if we have no MWBE?

Related Questions:

Do we need to identify a staff person as a MWBE contact?

Within the budget, if no OTPS are being requested is it necessary to submit the “MWBE Goal requirements-Certification of Good Faith”, “MWBE Subcontractors and Suppliers Letter of Intent to Participate”, “MWBE Utilization Plan”, and the “MWBE EEO Statement”?

Per the RFP, the following MWBE forms should be completed only if requesting NYSSHP funds for discretionary funds (i.e. supplies, contractual, and/or equipment categories). Some administrative costs may be considered discretionary. These might include funding for an outside auditor or accounting firm.

- OTDA-4937 MWBE Utilization Plan
- OTDA-4938 MWBE Subcontractors and Suppliers Letter of Intent to Participate
- OTDA-4976 MWBE Goal Requirements Certification of Good Faith Efforts

All applicants should submit the forms listed below. A designated Minority Business Enterprise Liaison is requested on form OTDA-4970:

- OTDA-4970 Minority and Women Owned Business Enterprises- Equal Employment Opportunity Policy Statement
- OTDA-4934.1 Equal Employment Opportunity Staffing Plan

Grants Gateway Questions

- 1) I am trying to do the application on-line and it is not allowing me to do so, I can print the application pages but not complete the on-line application. Any information, direction, assistance you can provide me would be greatly appreciated.

In order to initiate, complete and submit an application you must be logged in under the correct user role in Grants Gateway. The following chart shows what permissions are granted under each user role. If it is appropriate for your organization, a single individual may be assigned multiple roles. If so, they should keep track of which Gateway issued username is connected with each of the roles they are assigned. For additional information, please contact the Grants Gateway Help Desk at 1-800-820-1890 or helpdesk@agatesoftware.com.

User Roles	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated	X				
Grantee		X	X		
Grantee Contract		X	X	X	
Grantee Payment		X	X		
Grantee System		X	X	X	
Grantee View					X

- 2) Application instructions page 21 under Program Specific Questions Screen state that narratives are limited to 4000 characters. Does that limit apply to all questions?

Related Question:

Does the 4,000 character limit apply to the major sections or to the subcategories under the major section?

The 4,000 character limit is the maximum allowed by the Grants Gateway System for program specific questions. All questions should be able to be answered in the space allotted.

- 3) Is it possible to get a complete set of the questions required for the SHP application online? The pdf attachment with questions that we found online is a poor quality image and only 6 pt font and I am not able to read it.

Once an application has been initiated in the Gateway System, you will be able to view a 'Preview' of the questions under the Program Specific Questions category. For additional information, please contact the Grants Gateway Help Desk at 1-800-820-1890 or helpdesk@agatesoftware.com.

- 4) We were prequalified in Grants Gateway since applying for HHAP funding for another site. Does that mean that we are now also qualified for this NYSSHP application?

Related Questions:

If we are prequalified through grants gateway do we still need to submit other documents to prequalify?

What is the deadline for submitting the prequalification forms?

Pre-qualification of not-for-profits in the Grants Gateway system allows an agency to apply for grant opportunities with the State of New York. There is no separate Pre-Qualification needed to apply for this NYSSHP opportunity. Applicants must be in a Pre-Qualified Status at the time of application submission. Please be advised this does not necessarily mean you are an eligible applicant for NYSSHP. Please refer to RFP Section 1.2 Eligible Applicants for additional information. Information regarding Pre-Qualification guidelines is available at <http://www.budget.ny.gov/guide/bprm/bulletins/h-1032.html>.

- 5) Can you confirm that an agency is prequalified for a specific site, in the Grants Gateway system?

The Pre-Qualified Status in Grants Gateway refers to a pre-qualification of that not-for-profit agency to apply to and receive grants from the State of New York. There is no Pre-Qualification for specific sites, just the not-for-profit agency as a whole.

- 6) Is there a writable version of the EEO & MWBE form that we can access?

M/WBE and EEO forms can be accessed at <https://otda.ny.gov/contracts/mwbe/forms.asp>.

- 7) How do I submit more than one application (singles/families) in the Grants Gateway System?

The Grants Gateway System allows for the submission of multiple applications. In order to begin the application, click on 'View Opportunities' from your home page. Search for the NYSSHP grant opportunity and follow the links to begin applying for the grant. Repeat these steps in order to start an additional application.

Template

Matching Funds Letter example typed on your letterhead.

Date

New York State Office of Temporary and Disability Assistance

40 North Pearl Street

Albany, NY 12243

Dear Ms. Andrea Collins:

Name of your agency will be matching New York State Supportive Housing Program funds with a 100% annual match of \$_____ from the following source(s):

Documentation supporting the availability of matching funds is attached. In the event that the referenced matching funds change, I will immediately notify OTDA and I understand that we will be required to provide alternative sources of matching funds and supporting documentation. Furthermore, it is understood that all matching funds materials will be maintained by the OTDA and are considered part of the project contract file.

I certify that these funds have not been, nor will they be, committed as a match for any other program.

Sincerely,

Name and Title