September 9, 2021

RE: Justice Involved Supportive Housing RFP (Open-Ended)
PASSPort EPIN: 81622P0004

Pursuant to Sections 3-02(i) and 3-16(o)(2) of the Procurement Policy Board (PPB) Rules, the New York City Department of Health and Mental Hygiene is attaching this Document to the Justice Involved Supportive Housing (JISH) Open-Ended RFP that has been transferred from the HHS Accelerator System to the PASSPort system.

This Document contains answers to questions received by DOHMH. These questions and answers were previously released as Addendum #1 in HHS Accelerator under EPIN 81619I0003. In this version, questions related to the use of the HHS Accelerator system have been removed via cross-out. Outdated answers to questions have been removed via cross-out and replaced with the latest response. Any changes to the RFP document that were contained in the previously released Addendum have been incorporated into the RFP document.

Questions and Answers

Below are answers to the unduplicated questions received by DOHMH at the Pre-Proposal Conference held on January 16, 2020, and in writing via email as of March 2020. Proposers are advised to read all questions and answers in order to have the most complete information.

1. **For Scattered Site Proposers, is the per client budget $38,432 ($28,432 + $10,000 support services)?**

   Answer: Please note that the RFP has been revised regarding Scattered Site funding. The RFP document contains the updated funding information. ~~see revised RFP language to the Basic Information – Anticipated Funding and Payment Structure section (pages 1-3 of this Addendum #1) regarding Scattered Site funding.~~

2. **The operations budget ($10,000 per unit) is the same as the budget for 15/15, but case ratios are lower. What are DOHMH's assumptions about how lower ratios would be funded?**

   Answer: For Scattered Site, the Supportive Services budget is $10,000 per unit per year. The funding set out in the RFP is what is available for the service model outlined in the RFP. The contractor would need to operate within these funding parameters.

3. **Does the budget for rent include utilities? Brokers' fees? Porters or facility technology?**

   Answer: The operations budget for Scattered Site includes only, rent (inclusive of utilities) , security deposit and brokers fees, as permissible by federal, state, and local laws and regulations.

4. **Is the revenue for rent set at 2017 FMR plus a 2% enhancement for studios even if it turns out that upon looking for units to make a viable budget for quality units that some 2BRs are leased?**

   Answer: Please note that the RFP has been revised regarding Scattered Site funding. The RFP document contains the updated funding information. ~~Please see revised RFP language to the Basic Information – Anticipated Funding and Payment Structure section (pages 2-3 of this Addendum #1) regarding Scattered Site funding.~~

5. **Will all Scattered Site studio/1 bedroom units receive $28,432 in rental assistance for the 1st year/baseline with a 2% escalator every year thereafter?**

Answer: Please note that the RFP has been revised regarding Scattered Site funding. The RFP document contains the updated funding information. ~~Please see revised RFP language to the Basic Information – Anticipated Funding and Payment Structure section (pages 1-3 of this Addendum #1) regarding Scattered Site funding.~~ Beginning in FY21, and annually thereafter, funding will be increased pursuant to a "rent escalator" valued at 2% of U.S. Department Housing and Urban Development (HUD) FY16 Fair Market Rate (FMR) for a one-bedroom unit.

6. **Will DOHMH consider master-leased congregate programs similar to HASA or veterans programs that are funded through HRA?**

Answer: In some extenuating circumstances, DOHMH may consider master-leased congregate programs if they meet all other criteria in the RFP.

7. **What is required for site control at the proposal stage?**

Answer: For Congregate, no evidence of site control is required with the proposal. However, if provider does have site control they should provide evidence. Proposers must have certification of site control within two years of initial award.

8. **If rent for scattered sites is not collected from tenants, how is that addressed by the funder and provider?**

Answer: DOHMH expects that the Contractor's staff will engage with tenant to ensure that tenant has benefits or means to pay rent, problem solve reasons for non-payment of rent, provide education and support around budgeting, and set up payment plans. The Contractor may only commence landlord/tenant proceedings with prior approval from DOHMH.

9. **Have any contracts for congregate site been awarded thus far?**

Answer: No contracts for congregate housing have been awarded as of the date of this addendum.

10. **How many congregate site units are still to be awarded?**

Answer: All.

11. **Can an organization have 10 units (studios) for congregate housing with an office on site in a regular tenant building as long as supportive services are available?**

Answer: Congregate buildings must meet the criteria in Section (3)(E)(1) & ((3) of the RFP (Program Operations), including ~~*revised*~~ Section (3)(E)(3)(d)-(e). ~~above.~~ This includes having 24/7 front desk staff and being either new construction or having undergone substantial rehabilitation.

12. **Can apartments in congregate buildings be SRO-style with central bathrooms and/or kitchens?**

Answer: No.

13. **If the grant is given to present-day proposers who are already JISH housing providers, would the previously-existing JISH grant be merged? Specifically, would the contractor responsibilities be merged?**

Answer: DOHMH has not made a determination regarding contract consolidation as of the date of this addendum.

14. **If a proposer prefers to lease the site for a congregate apartment building, what are the minimum terms for the master lease (years and scope)?**

Answer: In some extenuating circumstances, DOHMH may consider master-leased congregate programs if they meet all other criteria in the RFP. Minimum terms and requirements are not set by DOHMH.

15. **If a proposer's audited indirect rate is higher than 10%, can the proposer budget more than 10% as part of the MOCS indirect rate?**

Answer: ~~Refer to the revised Anticipated Funding and Payment Structure included in this addendum (Section A above) for instructions on how to budget for the indirect rate for the purposes of the price proposal.~~ All price and budget proposals should be prepared in accordance with The City of New York's Health and Human Service Cost Policy and Procedures Manual (Cost Manual). For the purpose of responding to this solicitation, proposers may budget up to an Accepted Indirect Cost Rate or use the 10% de minimis Indirect Cost Rate

16. **Is there any relationship with DMH Forensic Care Coordinator/ICM?**

Answer: No, but Contractors may develop those relationships.

17. **How long can a client be reincarcerated before the apartment becomes available?**

Answer: At least 90 days.

18. **There will be a performance-based component to this program with liquidated damages if, for example, the program is below the required census. Given that intake is only for people referred by DOHMH and in the first iteration of JISH, the DOHMH referral list was exhausted, how will vendors that fall below census be handled and the flow of referrals is lower than needed to account for initial turnover?**

    Answer: DOHMH may apply liquidated damages when there are non-referral related delays.

19. **Given the intensity of the supportive services that need to be provided in the first six months to one year following referral, what is the recommended salary for each case manager given that supportive services are paid out annually and without overtime?**

    Answer: Proposers need to propose a budget based on the funding levels in the RFP.

20. **Can staff be shared across current JISH contracts (for those proposers currently operating JISH)?**

    Answer: No.

21. **The RFP seems to leave open the option of scattered site apartments rented either in the tenant's name or in the vendor's name. Is this correct?**

    Answer: Yes, please refer to leaseholder details in Section 3(E)(2)(b), et seq.

22. **Are tenants permitted to be on public assistance?**

    Answer: Yes.

23. **If we are applying for both congregate and scattered site, do we submit one or two proposals?**

    Answer: Proposers must submit separate proposals for each competition pool.

24. **Does DOHMH anticipate many proposals will include an architecture/interior (capital or tenant improvement) budget or will the contract award be limited to program operation?**

    Answer: Contractor would be required to make minor renovations to apartments, if necessary. They would also need to furnish the units.

25. **If reconnected with family or spouse, can persons move into a scattered site unit as an individual?**

    Answer: This is a situation that would need to be assessed by DOHMH on a case-by-case basis.

26. **What is the process for notifying proposers the number of units not yet committed? Will there be certain dates when proposals are reviewed in batches?**

Answer: DOHMH will consider how to communicate the number of units with providers. Proposals will be evaluated as they are received.

27. **Is this licensed housing through OPRE?**

Answer: This is not licensed housing and OPRE does not license housing.

28. **What positions are considered "key staff"**

Answer: Please refer to Section 3(F)(1)(b)(viii) "Organizational Capacity and Staffing" pp. 19.

29. **If a proposer has strong supervisors without advanced degrees (a credential skewed by race, class, and life opportunity), would DOHMH be open to allowing providers to substitute experience for credentials?**

Answer: Proposers need to submit a staffing plan with the proposal. That proposal will be evaluated against the requirements in the RFP.

30. **Will DOHMH consider a mixed model where people are initially placed in scattered site or congregate housing then moved depending on inventory and changing needs?**

Answer: For the purposes of responding to this RFP, proposers must propose to serve the competition pools as specified in the RFP: Scattered Site or Congregate. There is not a competition for a mixed model.

31. **Will staff be able to work with treatment teams in jails/prisons to gather psycho-social information?**

Answer: The expectation is that the Contractor will make these connections and – with applicant permission – receive all applicable information.

32. **Can a proposer use a single site for supportive housing? How does Olmstead play out?**

Answer: Single site buildings should be 60% special needs JISH or other initiative and 40% community units.

33. **Can a proposer propose to intake youth and young adults aged 24 and younger or are proposers mandated to accept adults of any age?**

Answer: The RFP indicates that the contractor must accept referrals of individuals ages 18 and above.

34. **Does the program determine if a client enters congregate or scattered site housing?**

Answer: Yes, the vendor makes this determination based on its assessment. This determination is ultimately reviewed and approved by DOHMH.

35. **How many apartments are allowed to be empty?**

Answer: No more than 10% of the units may remain vacant in a given calendar year.

36. **Is the $10,000 scattered site unit Supportive Services amount truly "*per unit*" or is it *per person*? Specifically, in the case where two tenants reside in a two-bedroom apartment, will the contractor receive $20,000 in Supportive Services funding ($10,000/tenant in the unit), $10,000 in Supportive Service funding (to cover the unit as a whole, not the individual tenants), or some other calculation? If another calculation, please provide those details.**

Answer: In the example above, since there are 2 service recipients in a two bedroom apartment, where each bedroom is considered one unit , the service amount would be $10,000 x 2 service recipients = $20,000.

37. **Is the scattered site Operations funding separate from and additive to the Supportive Services funding? In other words, is the Rent and Operations $28,432 inclusive of the Supportive Services funding or is the Supportive Services funding $10,000 in addition to the Rent and Operations funding?**

Answer: Please note that the RFP has been revised regarding Scattered Site funding. The RFP document contains the updated funding information. ~~Please see revised RFP language to the Basic Information – Anticipated Funding and Payment Structure section (pages 1-3 of this Addendum #1) regarding Scattered Site funding.~~

38. **Regarding scattered sites, the RFP states, "Operations (rental assistance): $28,432 per unit per year, *which includes operations costs* at the 2017 Fair Market Rate (FMR) with an annual 2% enhancement for each studio and one-bedroom apartment. Contractors may lease two-bedroom apartments, in which case the operations funding would be based on the 2017 FMR for the applicable apartment size. Supportive Services: $10,000 per unit per year." What, if anything, may the "operations costs" include in addition to rent? In other words, what expenses are contractors permitted to include in their scattered site Operations budgets?**

Answer: Operations funding may include rent inclusive of utilities, apartment deposit and Brokers fees, consistent with New York State laws and regulations.

39. **The RFP states that for scattered site proposals, Operations funding is anticipated at $28,432 per unit per year and that Supportive Services funding is anticipated at $10,000 per unit per year:**

   a. Are these two separate budgets which add to a total budget and if so, what is the total budget? If not, how are they related?
   b. If two clients share a two bedroom unit, would the social services budget for those two clients be $10,000 each, or $20,000?
   c. What can be included and what may not be included in the operations budget? Specifically can property management costs such as the costs of managing relationships with landlords, making repairs, and other property management costs aside from rent utilities and brokers' fees be included in the operations budget?
   d. What are the assumptions behind the $28,432 figure? What are the 2017 FMR rates and what how should the 2% enhancement be applied to these rates for budgets that start in FY 20/21.
   e. Does the total size of the operations budget depend on the mix of unit sizes of the apartments and if so, what is the relationship?

Answer:

a. Yes these are two separate budgets (one for Operations, and one for Supportive Services) which add to a the total budget.
b. $10,000
c. Rent (inclusive of utilities) , security deposits, and brokers' fees may be included in the operations funding, consistent with NYS laws and regulations.
d. ~~Refer to the *revised* Anticipated Payment and Funding Structure included in this RFP.~~ Please note that the RFP has been revised regarding Scattered Site funding. The RFP document contains the updated funding information.
e. The Operations (rental assistance) budget will be based on unit sizes.

40. **If awarded a contract, will a vendor have the right to decline a referral if it feels it cannot meet the client's needs after assessment?**

Answer: Please see Section (3)(B)(1)(g) of the RFP (Referral and Intake): Should the Contractor determine that the individual is not suited to either congregate or scattered site housing, they would contact DOHMH within two (2) business days of screening, and the individual referral would be re-assessed by NYC DOHMH for JISH eligibility. DOHMH would inform the referral source (e.g., jail, shelter, street homeless outreach) if the person will not be suited to JISH housing.

41. **Through this program, will a vendor be able to provide at least some of its units for NYC-based participants in more affordable areas outside of NYC such as Westchester County?**

Answer: No. All scattered site and congregate units must be located within the five boroughs of New York City.