May 24, 2023
ADDENDUM # 2

RE: Justice Involved Supportive Housing Open Ended RFP
EPIN: 81620I0007

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 issuing Addendum #2 to the Justice Involved Supportive Housing Open Ended RFP, EPIN 81620I0007. This Addendum contains the following information:

- Revisions to the RFP.

Except as otherwise stated below and by any prior or subsequent Addenda to the above-referenced Request for Proposals solicitation issued through the PASSPort system, which was originally released on December 26, 2019, the solicitation remains unchanged.

REVISIONS TO THE RFP – Deleted language is stricken; additional language is underlined in bold.

1. SECTION 1. Basic Information and Proposal Submission Instructions

Agency Contact: ~~Dara R. Lebwohl~~ **Kate Grauvogel**
RFP@health.nyc.gov (indicate JISH in subject line)

Anticipated Funding and Payment Structure:

The anticipated funding for each housing type is as follows:

a. Scattered Site:

i. Operations (rental assistance): ~~Anticipated~~ **Designated** operating costs **(as of 1/1/23)** will be based on unit size as follows:

a) Studio: ~~$1,544~~ **$2,179** Monthly (inclusive of utilities)

b) 1 Bedroom: ~~$1,506~~ **$2,218** Monthly (inclusive of utilities)

c) 2 Bedroom: ~~$1,737~~ **$2,527** Monthly (inclusive of utilities)

ii. For the purpose of budget development, proposers should assume the following:

a. ~~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~~. **Designated operating costs may be increased up to two percent (2%) each year from the initial operating rate.**

b. Tenant contribution will be assumed at $215 per household and an expected collection rate of 75% annually. Rates are inclusive of utilities.

c. Supportive Services: $10,000 per unit per year

2. SECTION 3. Program Expectations and Proposal Instructions

E. Program Operations (14 percent)

1. Program Expectations- Program Operations: applies to both Scattered Site and Congregate Contractors

c. The Contractor would follow the DOHMH ~~Office of Program Review and Evaluation~~ Guidance for diligent search of missing tenants, including specified outreach to tenant and collateral contacts, and outreach to Department of ~~Homeless~~ **Social** Services, street outreach, City hospitals (H+H) and City and State ~~correctional~~ **criminal justice** systems.

d. The Contractors would develop a positive and effective means of transitioning tenants to independent or other long-term permanent housing as appropriate.

e. The Contractor would ensure that apartments meet New York City building and fire codes and have a current Certificate of Occupancy that is appropriate for the number of tenants to be served. To ensure environmental health and safety, the Contractor would develop and implement procedures for conducting apartment inspections every 6 months**.** ~~as per the Office of Program Review and Evaluation 1100 Series Standards (see Attachment G).~~

H. Budget Management (10 percent)

1. Program Expectations: applies to both Scattered Site and Congregate Contractors:

a. DOHMH anticipates that the Contractor will be paid unit rates as follows for each contracted unit:

i. Scattered Site:

a) Operations (rental assistance): ~~Anticipated~~ **Designated** operating costs **(as of 1/1/23)** will be based on unit size as follows:

1. Studio: ~~$1,544~~ **$2,179** Monthly (inclusive of utilities)
2. 1 Bedroom: ~~$1,506~~ **$2,218** Monthly (inclusive of utilities)
3. 2 Bedroom: ~~$1,737~~ **$2,527** Monthly (inclusive of utilities)

b) For the purpose of budget development, proposers should assume the following:

1. ~~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.~~ **Designated operating costs may be increased up to two percent (2%) each year from the initial operating rate.**

2. Tenant contribution will be assumed at $215 per household and an expected collection rate of 75% annually. Rates are inclusive of utilities
3. Supportive Services: $10,000 per unit per year

3. SECTION 4. List of Attachments

All attachments for this RFP can be found in the RFP Documents tab in the PASSPort system.

1. General Information and Regulatory Requirements
2. JISH RFP Document
3. Annual Proposed Budget
4. PASSPort Instructions to Vendors Responding to the RFx
5. Previously Issued Addendum – Questions and Answers
~~6. Office of Program Review and Evaluation 1100 Series Standards~~
7. Addendum- Labor Peace Agreement notification
8. Labor Peace Agreement Rider
9. Labor Peace Agreement Certification
10. Labor Peace Agreement Attestation
11. Sick Leave Rider
12. Appendix to Appendix A
13. Identifying Information Law Rider