NEW YORK STATE OFFICE OF MENTAL HEALTH

SUPPORTED SRO HOUSING FOR ADULTS WITH SERIOUS MENTAL ILLNESS

Central Region

Supported SRO Housing 2013

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1 Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) announces the availability of funds for the development and operation of 75 units of Supported SRO Housing for persons with serious mental illness (SMI) in the Central Region. (See Appendix D for the criteria for determining Serious Mental Illness.) OMH intends to fund projects that can demonstrate an ability to provide the appropriate need based Supported SRO Housing services and will be able to complete the capital project in a timely manner. Both capital funding for the development of the project and operating funding will be available to selected applicants. Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after further analysis of each individual project. Capital funding will be made available to selected applicants after approval of the capital project costs by the Division of the Budget (DOB).

For this RFP, Supported SRO Housing is defined as housing with flexible on and off site supportive services. Participation in services is not required. This housing is mostly studio and/or 2 bedroom apartments clustered in a single site. This housing is often referred to as SRO (single room occupancy) housing. A more detailed description is included in Section 5 below.

Funding for the capital development costs associated with the establishment of these new units is available. The average capital cost per unit is currently budgeted at $300,000. As with all awards for capital projects; costs will be based on acquisition and construction and the development schedule and capital expenditures will occur across several years. It is expected that within the first year (Calendar Year 2014) up to one half of the allotted capacity will start to utilize capital funding to support such expenditures and the remaining one half of the allocated capacity will start to utilize capital funding on or after the Second Year (Calendar Year 2015). This will be considered phase 1 and phase 2. It is likely that several projects will start in the out-years due to acquisition and development time lines. It is expected that funding to support the on-going operational needs of the programs would be made available from future appropriations at the time the capital project is complete and the program is ready to open. The funding to support on-going operational needs is budgeted at the current SP SRO Non-Homeless rate. The 2013-2014 Gross SP SRO Non-Homeless operating funding per unit is $14,875 for Central Region. However, applicants are reminded that funding to support the operation of these programs and the continuation of current year funding for capital development are contingent upon the continued availability of State appropriations.

2 Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the

issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, a bidder is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental Health
Community Budget Unit-7th Floor
44 Holland Avenue
Albany, NY 12229

2.2 Key Events/Timeline

RFP Release Date	12/03/13
Mandatory Letter of Intent Due	12/18/13
Mandatory Bidder's Conference	01/08/14 or 01/09/14
Questions Due	01/17/14
Questions Posted on Web*	01/31/14
Proposals Due	02/10/14
Phase One Scoring Complete	03/14/14
Phase Two Interview Notifications Scheduled*	03/17/14
Award Notification*	03/31/14
Anticipated Start Date	05/01/14

Estimated *

2.3 Letter of Intent

Agencies must submit a non-binding Letter of Intent to the Issuing Officer (see below for contact information) postmarked by 12/18/13. The letter must state the agency's interest in submitting a proposal for OMH Supported SRO Housing development; identify the county(s) that are being targeted and state the number of capital units proposed for each target population. The Letter of Intent **must** identify an agency contact person and provide his/her e-mail address and phone number. Only agencies that have submitted a Letter of Intent postmarked by 12/18/13 and have supplied an e-mail address contact, as required, are eligible to submit a proposal.

Please mail the letter of intent to the Issuing Officer:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental Health
Community Budget Unit-7th Floor
44 Holland Avenue
Albany, NY 12229
Attn: Letter of Intent- Central Region Supported SRO Housing RFP

2.4 Bidders' Conference

Those agencies that submit a letter of intent are required to attend a Bidders' Conference if they intend to submit a proposal in response to this RFP. The Bidder's Conference will be offered on two separated days, 01/08/14 and 01/09/14, however a bidder must only attend one of the two days. Specific information about the Bidders' Conferences will be e-mailed to eligible providers prior to the Bidders' Conferences, however, please note the conferences are tentatively scheduled to be held at Mohawk Valley PC - Qualley Auditorium in Utica, NY on 01/08/14 and NYC Field Office – 330 Fifth Avenue, NY, NY Conference Room A on 01/09/14. During the bidder's conferences, NYS OMH staff will provide an overview of the RFP and answer relevant questions.

2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by fax at (518) 402-2529 or by e-mail by 01/17/14. The questions and official answers will be posted on the OMH website by 01/31/14 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

2.6 Addenda to Request for Proposals

It is the bidder's responsibility to periodically review the OMH website to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.7 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that a) have experience providing housing for any special needs group that is contracted for and monitored by a city, state or federal government agency and/or b) provide mental health services to persons with serious mental illness through programs that are licensed by OMH or are under contract with OMH or the county Local Government Unit (LGU). OMH-licensed agencies in Tier III status or equivalent are not eligible to apply.

If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.8 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.7; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9; or

- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.11, by the proposal due date of 5:00 PM on 02/10/14.

2.9 Instructions for Bid Submission and Required Format

Each proposal is required to contain:

Completed Agency Transmittal Form (Appendix A);
Proposal Narrative;
Operating Budget (Appendix B);
Budget Narrative (Appendix B1).
Reference Form (Appendix E)
Entire submission on agency identified flash drive as one PDF document.

The Proposal Narrative should be concise (no more than 20 pages, not including attachments). The Operating Budget and Budget Narrative (Appendix B and B1) are separate documents that appear in the RFP section of the OMH website and can be downloaded in PDF format. Bidders must **not** substitute their own budget format. **Failure to use the provided Operating Budget and Budget Narrative formats may result in disqualification for non-responsiveness.**

2.10 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated and any resulting contracts executed. Information on these initiatives can be found at www.Grantsreform.ny.gov.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 5:00 PM on 02/10/14 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

2.11 Packaging of RFP Responses

Submit one hard copy of the entire proposal package described in 2.9 above, as well as an agency identified flash drive containing the proposal as one document (Word or PDF format), by U.S. mail or hand delivery to be received by 5:00 PM on 02/10/14. It must be sealed in an envelope or boxed and addressed to the Issuing Officer named above in 2.1 and below. Bidders who are mailing proposals should allow a sufficient mail delivery period to ensure timely arrival of their proposals. Proposals cannot be submitted via e-mail or facsimile. All proposals received after the due date and time cannot be accepted and will be returned unopened.

Proposals should be sent to:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental Health
Community Budget Unit-7th Floor
44 Holland Avenue
Albany, NY 12229
ATTN: SUPPORTED SRO HOUSING RFP- CENTRAL REGION

3 Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify a bidder whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;

- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH objectives;

- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;

- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation;

- Conduct a readiness review of each selected bidder prior to the execution of the contract as set forth in Section 4.4;

- Cancel or modify contracts due to the insufficiency of appropriations.

3.2 Debriefing

OMH will issue award and non-award notifications to all bidders. Both awarded and non-awarded bidders may request a debriefing in writing requesting feedback on their own proposal, regardless if it was selected for an award, or disqualified, within 15 business days of the OMH dated letter. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or his designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

NYS Office of Mental Health
Acting Commissioner Ann Marie T. Sullivan, M.D
44 Holland Avenue
Albany, New York 12229

3.4 Term of Contracts

Contracts for Capital Construction costs and Program Development Grants (PDGs) will be developed in accordance with the process outlined in Section 4.3.1, upon identification of a

viable site and approval of the capital project costs by OMH and the Division of the Budget (DOB). The term of such contracts shall be determined as part of the contract development process.

Operating Contracts, which will follow the successful development of a project site, shall be written for a total period of five (5) years, with an initial period of one (1) year and four (4) annual renewals, dependent upon appropriated funding. OMH reserves the right to change the contract term for the first or second year so that it is more or less than 12 months in order to align the contract dates with OMH's New York City contract cycle (July 1 through June 30) or OMH's Upstate contract cycle (January 1 through December 31st).

OMH reserves the right to change the first year's contract term, as stated above. The OMH Master Contract Form is available in Appendix C.

Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, it is expected that all contractors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE) when there is an opportunity to subcontract or purchase supplies to carry out a contract with the lead contracting agency.

3.6 Executive Order # 38

Pursuant to Executive Order #38 (http://governor.ny.gov/executiveorder/38), dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs of and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See Appendix C of this RFP for a link to OMH Master Contract Forms and Instructions, Attachment A-1, Section A.12 (Mental Health Regulations). See also http://executiveorder38.ny.gov/

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

The evaluation of proposals will be conducted in two phases: 1) Phase One Evaluation - the Technical Evaluation and Financial Assessment, and 2) Phase Two Evaluation - an Oral Agency Interview with each applicant scoring 70 or higher.

In the first phase, all proposals will be rated based on an evaluation of each bidder's written submission using the following criteria:

The Phase One Evaluation will apply points in the following categories as defined in Section 5.7:

Technical Evaluation	
Population	10 points
Housing Development	20 points
Housing Implementation	25 points
Agency Performance: • Bidder's Narrative • OMH Internal Reviews	25 points
Financial Assessment	20 points
Subtotal Proposal Points	100 points

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.5(Proposal Narrative).

The OMH internal review will consist of an assessment of the bidder's organizational competency. This will include a review of the bidder's residential programs over the past two years. Previous OMH actions including, but not limited to, fines, revocations of operating certificates, limitations on operating certificates and/or repeat citations impacting client care will be reviewed in scoring agency performance. Additional areas of organizational competence include: percentage of admissions from OMH psychiatric centers or OMH-operated residential programs; transition of residents to more independent housing; and accuracy and timeliness of CAIRS reporting. If an agency received an award of housing units from a previous allocation, the agency's performance in filling the units within the contractual time frame and with the priority population specified will be rated.

For housing providers under contract with the NYC Department of Health and Mental Hygiene, reviews conducted by DOHMH will be included in assessing the agency's organizational competency.

Applicants that do not hold a current OMH contract for housing must submit a copy of the agency's most recent audited financial statement. In addition, the applicant must attach a copy of most recent monitoring reports of any housing or mental health service program the agency operates that is issued by a city, state or federal government agency.

Finally, all applicants must submit a signed "Mandatory Reference Form" (Appendix E). Failure to submit a Reference Form will result in disqualification of the bidder.

Applicants receiving a score of 70 and above in Phase One Evaluation will advance to the second phase of the evaluation process. Applicants receiving less than 70 will be eliminated from further review. The applicant will be notified of the elimination within ten working days of the conclusion of the Phase One Evaluation.

In Phase Two Evaluation, the oral agency interview will be held to answer questions from the Evaluation Team and more fully discuss how the bidders' approach to this project satisfies the evaluation criteria. Up to 50 points will be awarded in Phase Two.

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.7 and 2.8, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

In Phase One of the Evaluation, OMH's evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted. The Technical Score and Financial Score will be added to calculate a subtotal score for Phase One of the evaluation. Any applicant that receives a subtotal score of less than 70 in Phase One will be eliminated from further review. Applicants that receive a subtotal score of 70 and above will move on to Phase Two of the Evaluation.

Phase Two of the Evaluation will include an oral interview with the applicant. The purpose of this interview is to answer questions from the Evaluation Team and more fully discuss how the bidders' approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management, and contract negotiation should be present at the interview; however, no more than **3** people may attend on behalf of a qualified bidder. Each oral interview may be recorded. A more complete description of the interview process and format will be sent to each of the qualified bidder, along with a scheduled date and time of the interview.

Following all Phase Two Interviews, Evaluators of the Technical and Financial Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original rating in any section.

Once completed, final Technical and Financial Evaluation scores will then be recalculated, averaged, and applied to the Applicant Interview score to arrive at final scores.

Final Evaluation Criteria:

Technical Evaluation	
Population	10 points
Housing Development	20 points
Housing Implementation	25 points
Agency Performance: Bidder's Narrative OMH Internal Reviews	25 points
Financial Assessment	20 points
Subtotal Proposal Points	100 points
Applicant Interview	50 points
FINALTOTAL SCORE	150 points

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.5 of this RFP.

Applicants will be rated based on their final total score upon completion of Phase One and Two evaluations. Applicants that receive a final total score of less than 100 will be ineligible to receive either operating or capital funding.

Once a bidder receives a passing score through this RFP process, it must begin to actively search for a viable site if necessary.

A viable site is defined as a site that has a completed appraisal and feasibility study and can support the following:

- Site can accommodate a reasonable number of apartments for individuals with serious mental illness in addition to a proportionate number of low-income apartment housing for individuals and /or families;
- Acquisition and development costs are within an amount OMH capital can support;
- Community Notification process has been successfully completed;
- Applicant is considered still in good standing with OMH.

When looking for a site, agencies should ensure that there is ample square footage to accommodate the residence and that the zoning is appropriate for the intended use. Expansion of existing residential programs will be considered.

Capital project costs will be developed by the selected applicants and the OMH Bureau of Housing Development and Support after further analysis of each individual project.

Following the identification of a site, successful applicants will be required to submit an "Appraisal & Feasibility Request Form" which will be available at the Bidders' Conference and on the OMH website. Field Office Housing staff will review this information and contact the agency to arrange a visit to the site. If the site is acceptable, OMH will order an appraisal and feasibility study to further evaluate the property.

Providers proposing a site must also follow OMH's community notification policies. A copy of Section 41.34 will be made available to all applicants at the Bidders' Conference and on the OMH website.

Finally, the cost of site acquisition, when combined with the cost of construction or renovation must fall within a range that OMH can support. NOTE: *Living units for staff are not allowed.* Once a viable site has been secured, an agency may apply to OMH for a Program Development Grant (PDG) to cover the costs of initial staffing, furniture and other development costs.

Capital funding award grant amounts will be determined and made by OMH to a successful and selected applicant after capital project costs are determined and the Division of the Budget (DOB) approval is received.

A successful and selected applicant is reminded that capital grant award funding is not final or approved for expenditure until such time as the DOB and the Office of the State Comptroller (OSC) has approved the specific project and its associated Capital contract. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an applicant until the applicable action(s) listed above occur.

Capital funding will be made available to selected applicants after approval of the capital project costs by the Division of the Budget (DOB) and upon entering a Capital Construction Contract between OMH and the applicant which must be approved by the Office of the Attorney General and the Office of the State Comptroller.

Upon completion of the capital project, operating funding will be made available to the applicant through an Operating Contract to support the number of OMH Supported SRO Housing units developed and agreed upon by the applicant and OMH during the capital development phase pursuant to Division of Budget appropriations. This process will continue until all 75 units of Supported SRO Housing are developed.

4.3.2 Cultural Competence

The services provided in programs developed under this RFP need to be delivered in a manner that demonstrates understanding and respect for the diversity of the populations being served. Cultural competence is the ongoing practice of integrating knowledge, information and data from and about individuals, families, communities and groups to improve the quality and acceptability of mental health care. In addition to cultural considerations such as primary language, ethnicity, age, gender identity, sexual orientation and spiritual practices, providers need to consider the cultural health and mental health beliefs, values and practices, of the people receiving services. Recognizing recovery is individual and unique, adapting approaches and interventions based upon the individual being served is necessary.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful bidders. All awards are subject to approval by the NYS Attorney General and the Office of State Comptroller before a contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected bidder prior to the execution of the contract. The purpose of this review is to verify that the bidder is able to comply with all participation standards and meets the conditions detailed in its proposal.

5 Scope of Work

5.1 Introduction

The housing and services developed through this RFP are designated for individuals with Serious Mental Illness as defined on Appendix A and who meet at least one of the following high need eligibility criteria:

- Individuals with a serious mental illness identified as high users of Medicaid in need of supported housing who are referred by Health Homes.
- Individuals with a serious mental illness who are residents of NYS OMH Psychiatric Centers or OMH-operated residential programs.
- Individuals residing in NYS who have a mental illness and who are high users of Medicaid Services.
- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of supported housing or for whom housing would assist in a hospital diversion.

Agencies awarded the contract(s) will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS), and any requirements the OMH may subsequently develop to ensure accurate statistical documentation.

Agencies must work with the OMH Operated Psychiatric Center (PC) and the Health Homes established for the region where housing will be developed to target the appropriate housing for the population, i.e., provide in-reach, develop coordinated discharge/admission plans with PC staff, and Health Home(s) to identify/provide services and supports to ensure successful transition into the community. It is critical that agencies establish partnerships and/or collaborative agreements with at least one of the Health Homes serving the region. If Health Homes are not yet established in the region where housing will be developed, agencies must agree to become a network member of the Health Home upon its establishment.

5.2 Health Home Partnerships

Agencies must collaborate with at least one of the Health Homes established for the region where housing will be developed. If Health Homes are not yet established in the region where housing will be developed, agencies must agree to become a network member of the Health Home upon its establishment. Housing will be developed to target the appropriate housing for the population, i.e., provide in-reach, develop coordinated discharge/admission plans with Health Homes and identify/provide services and supports to ensure successful transition into the community. It is required that agencies establish partnerships and/or collaborative agreements with at least one of the Health Homes, including being a network member of a health home serving the county/region where the housing units will be located. A list of designated Health Homes is available on the NYS Department of Health's website at: http://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/**.** It is important to note, however, that establishing a partnership with a particular Health Home does not preclude Supportive Housing agencies from being required to serve all individuals regardless of which Health Home they are assigned to. It is an expectation that agencies will work with all Health Homes regardless of established partnerships.

5.3 Objectives and Responsibilities

5.3.1 Description of Supported SRO Housing

OMH Supported SRO Housing, also known as SRO housing, provides private living units with supportive services for individuals who have minimal self-maintenance and socialization skills. The living units may be designed as apartments or as studios or two bedroom apartments.

The provider must provide person-centered, flexible services, and maintain linkages to other services in the community. The on-site services should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH's commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic and rehabilitative programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. Staff should have the skills and experience necessary to help residents set meaningful goals, develop mastery over their psychiatric illness, and make progress towards their own personal recovery. Supports for individuals with co-occurring substance abuse disorders should also be provided. Information on evidence-based practices can be found on the Internet at http://www.mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/about.asp.

Under this RFP, providers have the ability to develop unlicensed Supportive Housing (aka SP-SRO) in mixed-use settings. OMH expects the number of units a building will accommodate will vary depending on geographic location and neighborhood density, therefore there is no set minimum or maximum number of units that one bidder can propose to develop. All mixed-use housing proposals are subject to OMH review and approval on an individual case by case basis.

A SP-SRO is considered long term or extended stay housing. Providers must abide by the OMH "Supported Housing Guidelines". Tenants should have access to supportive services as needed. Supportive services may be separate from the housing, or may be provided by on-site staff. Providers should demonstrate how they will integrate services for the SP-SRO tenants with other services that the agency already operates. Prior to opening the residence, providers will be required to submit a "Supported Housing Application". Both documents will be available to applicants at the Bidders' Conference and on the OMH website.

For all housing developed under this RFP, the initial referrals and tenancy will be managed in conjunction with the Central Region Field Office and in collaboration with OMH's local government partners, including Single Point of Access.

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy. The OMH Field Offices monitor Supported Housing and conducts site visits to review compliance with the Guidelines.

5.3.2 Mixed Use Housing

OMH encourages and supports the development of mixed-use housing proposals. In this RFP, mixed-use housing is described as affordable housing where a portion of the OMH-funded

capital units are targeted toward the population(s) described above, and are integrated among other affordable housing units. The other units may be targeted to low-income individuals and families with or without a disability. As outlined in the "Guiding Principles for the Redesign of OMH Housing and Community Support Policies, May 2007" (available on the OMH website), 'to reduce stigma, assuage community resistance and provide opportunities for recovery and rehabilitation, housing in normal/mixed neighborhoods and settings is preferable".

While OMH cannot pay for capital and ongoing operating costs associated with non-SMI units, interested developers can consider other funding sources for these units, including but not limited to the New York State Division of Housing and Community Renewal (DHCR), the New York State Housing Financing Agency (HFA), the New York State Office of Temporary and Disability Assistance (OTDA), the U.S. Department of Housing and Urban Development (HUD), the New York City Department of Housing Preservation and Development [HPD], and 9% low income housing tax credits (LIHTC), etc. OMH reserves the right to review and approve mixed-use housing proposals, which can be developed within OMH timeframes, on a case-by-case basis.

5.3.3 Funding

Both capital and operating funding is available for the Supported SRO Housing developed through this RFP.

Funding for the capital development costs associated with the establishment of these new units is available. It is expected that funding to support the on-going operational needs of the programs would be made available from future appropriations at the time the capital project is complete and the program is ready to open.

OMH capital funding is available for property acquisition, construction and/or rehabilitation, subject to the approval of the NYS Division of the Budget. The average capital cost per unit is currently budgeted at $200,000. OMH reserves the right to limit funds for property acquisition up to the appraised value of the property and to determine appropriate per bed and per square foot costs for construction.

In conjunction with OMH's capital financing program, an agency must apply to the New York State Housing Finance Agency (HFA) for 4% Low Income Housing Tax Credits (LIHTC) to help finance the development of the housing project. Four percent (4%) tax credits are available to the owner of a qualified low-income housing project and can be syndicated, through the sale of limited partner interests, to private investors. This invested equity can be used for construction expenses, property and social services reserves, developer's fees, and for the costs associated with tax credit syndication. Some of the proceeds will also be used to offset OMH's capital investment. All tax credit proposals must adhere to "OMH's 4% Tax Credit Guidelines" (available at the Bidders' Conference and on the OMH website).

Upon the capital projects completion and opening of the SP-SRO program, OMH Operating Funding for the SP-SRO programs developed in the Central Region will be funded annually at a gross program level of $14,875 per bed. Of this amount, approximately $9,117 per bed can be budgeted towards on-site services and supports, and $5,758 per bed may be budgeted towards property expenses (non-debt service). SP-SRO programs are funded annually through a

combination of 30% of client income (SSI Living Alone rate) at $2,582 per person (assumes a 90% collection rate) and OMH net deficit funding at $12,293 per bed.

Programs developed with OMH capital funding are eligible for additional funding to pay debt service costs related to the site.

Applicants are reminded that funding to support the operation of these programs and the continuation of current year funding for capital development are contingent upon the continued availability of State appropriations.

5.4 Reporting Requirements

Agencies that receive an allocation of housing resources under this RFP must agree to ensure that these units will only be filled with individuals who meet the eligibility criteria.

Agencies must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available on the Internet at http://www.omh.ny.gov/omhweb/spguidelines/.

Agencies awarded a Supported SRO Housing contract will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS) and comply with any requirements OMH may subsequently develop to ensure accurate statistical data.

5.5 Proposal Narrative

When submitting proposals for funding under this RFP, the narrative must address all of the components listed below. Scoring points will be given for the following components:

5.5.1 Population

1. State your commitment to filling these units with the appropriate target population in coordination with the Field Office, and the Single Point of Access (SPOA). Indicate what regionally based Health Home(s) your agency is a network member of or what Health Home (s) your agency will become a network member. If no Health Home is yet established for the region in which housing will be developed, please state your commitment to becoming a network member of the Health Home upon its establishment.

2. Describe in narrative form the characteristics of the population to be served in Supported SRO Housing. Discuss such population characteristics as likely service history, present functional level, educational level, job history, forensic history, community living skills, existence of social supports, substance abuse history.

3. Describe in narrative form the service needs of the population, specific to the characteristics described in (2) above. Describe the approach that will be used to ensure the successful transition of individuals and their retention in the community.

5.5.2 Housing Development

The proposal must provide a detailed description of the proposed site if one has been identified, including a description of the vacant land and surrounding area, name of the property owner, acquisition plan (if necessary), and the renovations that will be necessary. If a site has not been identified, the proposal must clearly identify a project time frame and describe how the bidder will locate an appropriate site. Scoring points will be given for the following components:

1. **Site Control –** Please explain if the bidder has control of the site; please note on the Transmittal Form (Appendix A). Control is defined as ownership of the site by the applicant or a closely allied entity. If the site is controlled, please describe if there are there any outstanding liens (other than OMH) on the property that would prevent a State lien on the site.

   Or

   Site Acquisition - If the site is not owned by the bidder, explain if a specific site has been identified. If a site needs to be identified, please include an adequate and reasonable explanation of how the property will be acquired and project time-frame.

2. **Site Information -** For the site owned, identified or being sought for acquisition, explain how the dimensions of the land and/or vacant building will be sufficient to provide a program for the proposed number of units that fall within existing OMH space guidelines. In the application, include a description of the site including the size of the lot and/or building, if applicable. Attach a drawing of the site, if available, and a copy of the deed. Appraisals and architectural renderings are not required in your submission.

   Community Relations- Identify the Community in which you propose to develop this housing and your relationship, if any, to the Community Planning Board. Describe the surrounding neighborhood and note its proximity to stores and public transportation.

   Zoning – Please provide information on zoning, purchase price and other pertinent information, including whether a, special use permit or other variance will be needed to develop housing at this site. For bidders who do not yet have a site, please describe your agency's previous experience with zoning issues and how your agency addressed the issues.

3. **Experience** - Include a description of the bidder's previous capital experience and projected timeline for the project.

5.5.3 Housing Implementation

1. Describe admission criteria and procedures including the information flow you would create to streamline and track referrals from HH care managers, including any necessary interface with the OMH Field Office, and SPOA.

2. Describe the process your agency currently uses to develop an individualized community re-integration strategy that will address specialized needs of this population such as physical health needs (long term care) and mental health wrap around services and how this will be modified to work collaboratively with the HH care managers.

3. Describe the services that will be provided directly by the sponsoring agency.

4. Explain how your agency will work with the health home to develop an integrated plan of care including mental health, physical health and substance abuse service if indicated and community supports necessary for the person to succeed in the chosen apartment. Describe how the housing service plan developed in collaboration with the HH care managers will be reviewed with the resident. Describe the role of the HH care manager and the role of the housing support staff. Explain how Health Homes will be used to support the service needs of the individual.

5. Describe how choice will be accommodated during the housing selection process. If an individual will share an apartment, explain how they will be "matched" and how "roommate" issues will be resolved. Include the agency's policy regarding family re-unification.

6. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Indicate how these services support the residents' recovery from mental illness and substance abuse. Describe how all services will take into account the cultural and linguistic needs of the individual. Describe the resources your agency has to meet the needs of individuals who move directly into Supported Housing.

7. Provide a staffing plan. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Describe initial and ongoing staff training and supervision. Describe the use of peer to peer services and supports that will be available.

8. Describe resident assessment procedures and the development of a person-centered, strengths-based support plan developed in coordination with the HH care manager. Attach a copy of any resident assessment tools and a sample support plan. Describe the process of support planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.

9. Explain the process for handling resident emergencies after hours and on weekends. Describe your agency's procedures to minimize the use of 911 calls made by either staff or residents during non-emergency situations.

10. Attach a copy of the proposed lease or sublease agreement. For sublease arrangements, provide the rent collection and rent arrears procedure. Describe the supports provided by the agency to appropriately ensure rent payment is made on time by residents. Provide the policy and procedure for terminating tenancy. Include a description of the range of interventions that would be used to prevent someone from losing their housing. Attach the grievance procedure that will be provided to residents.

5.5.4 Agency Performance

1. Describe the agency's experience and approach in providing recovery-oriented housing and/or mental health services to persons with mental illness, including helping these individuals achieve their rehabilitation and recovery goals.

2. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH and DOHMH Housing agencies should indicate occupancy levels and ability to accept OMH and /or DOHMH priority populations.

   OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness of CAIRS reporting.

   Applicants that do not hold a current OMH contract must note their agency's ability to target the contractually agreed upon target population. In addition, applicants that do not hold a current OMH contract must also describe a situation where successful interventions were used to assist an individual with meeting his/her goals.

Non-OMH contracted providers must attach the most recent audit conducted for their housing programs. For housing providers under contract with the NYC Department of Health and Mental Hygiene, reviews conducted by DOHMH will be included in assessing the agency's organizational competency.

Applicants that do not hold a current OMH contract for housing must submit a copy of the agency's most recent audited financial statement. In addition, the applicant must attach a copy of recent monitoring reports of any housing or mental health service program the agency operates that is issued by a city, state or federal government agency.

Finally, all applicants must submit a signed "Reference Form" (Appendix E).

3. **Note:** The OMH internal review will consist of an assessment of the bidder's organizational competency. This will include a review of the bidder's residential programs over the past two years. Previous OMH actions including, but not limited to, fines, revocations of operating certificates, limitations on operating certificates and/or repeat citations impacting client care will be reviewed in scoring agency performance. Additional areas of organizational competence include: Supported Housing review forms, percentage of admissions from OMH PCs or OMH-operated residential programs; transition of residents to more independent housing; and accuracy and timeliness of CAIRS reporting. If an agency received an award of housing from a previous allocation,

the agency's performance in filling the units within the contractual time frame and with the priority population specified will be rated.

5.5.5 Financial Assessment

1. Bidders must develop a full annual operating and property budget for the OMH Funded SP-SRO housing units to be developed based on the operating funding amounts provided in Section 5.3.3. Use the "Projected Operating and Property Budget Form" (Appendix B). The budget must include service expenditures and estimated property operating expenses for the OMH funded SP-SRO units. Bidders should also identify other sources of revenue in addition to OMH funding, if applicable. Please note that final approval is contingent upon the submission and approval of an operating budget once a site has been secured and approved.

2. Bidders must complete a Budget Narrative (Appendix B1) for the proposed OMH SP-SRO units. The budget narrative should include the following:

- detailed expense components that make up the total operating expenses;
- the calculation or logic that supports the budgeted value of each category;
- And description of how your agency's salaries are adequate to attract and retain qualified employees.

Use the OMH Operating and Property Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) is a separate document on the RFP section of the OMH website and can be downloaded in PDF format. Do not substitute your own budget format. Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.

5.5.6 Agency Interview

The oral agency interview will be held between OMH and applicants that received a score of 70 or above in Phase One of the evaluation, so the applicant can answer questions from the Evaluation Team and more fully discuss how the bidders' approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management and contract negotiation should be present at the interview; however, no more than **3** people may attend on behalf of a qualified bidder. Each oral interview may be recorded. A more complete description of the interview process and format will be sent to each of the qualified bidder, along with a scheduled date and time of the interview.

As previously noted, having a potential site is not a prerequisite. However, please be prepared to discuss how your agency will develop a site that is appropriate for SP SRO housing. A more complete description of the interview process and format will be sent to each of the qualified bidder, along with a scheduled date and time of the interview.