

**CITY OF NEW YORK  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
REQUEST FOR PROPOSAL:  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)  
PERMANENT SUPPORTIVE HOUSING FOR PERSONS LIVING WITH HIV/AIDS  
PIN: 13AE000300R0X00**

**Addendum No. 1  
August 9, 2012**

Except as otherwise stated below and by any subsequent Addenda to the above referenced Request for Proposal (“RFP”), which was released on July 16, 2012, the RFP remains unchanged:

1. The above referenced RFP Section VI – GENERAL INFORMATION TO PROPOSERS is deleted in its entirety and replaced with Annex A.
2. Annex B to this Addendum No. 1, Acknowledgment of Addenda Form, is attached and incorporated herein
3. Annex C to this Addendum No. 1, The Iran Disinvestment Act Rider, is attached and incorporated herein
4. Annex D to this Addendum No. 1, Questions and Response, is attached and incorporated herein by reference.
5. An electronic copy of the budget table is available on the Agency’s website at [www.nyc.gov/health/contracting](http://www.nyc.gov/health/contracting).

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# ANNEX A

HOPWA Permanent Supportive Housing

PIN: 13AE000300R0X00

## SECTION VI – GENERAL INFORMATION TO PROPOSERS

A. **Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. **Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

C. **General Contract Provisions.** Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

D. **Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. **Proposer Appeal Rights.** Pursuant to the PPB Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

F. **Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. **Prompt Payment Policy.** Pursuant to the PPB Rules, it is the City's policy to process contract payments efficiently and expeditiously.

H. **Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

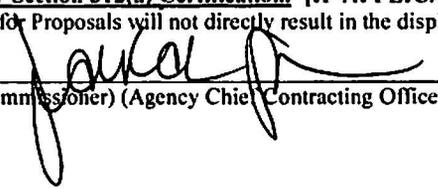
I. **Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. **RFP Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this RFP in whole or in part, and to reject all proposals.

K. **Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. **Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the VENDEX system, including the Vendor Name Check process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable required fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1 million) (above \$1 million).

M. **Charter Section 312(a) Certification.** [IF APPLICABLE] The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.

  
Commissioner (Agency Chief Contracting Officer)

7/25/2012  
Date

**ANNEX B**

**ATTACHMENT C**  
**ACKNOWLEDGEMENT OF ADDENDA**

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)**  
**PERMANENT SUPPORTIVE HOUSING FOR PERSONS LIVING WITH HIV/AIDS**

**PIN #: 13AE000300R0X00**

**Directions:** Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated August 9, 2012

Addendum # 2, Dated \_\_\_\_\_, 20\_\_

Addendum # 3, Dated \_\_\_\_\_, 20\_\_

Addendum # 4, Dated \_\_\_\_\_, 20\_\_

Addendum # 5, Dated \_\_\_\_\_, 20\_\_

Addendum # 6, Dated \_\_\_\_\_, 20\_\_

Addendum # 7, Dated \_\_\_\_\_, 20\_\_

Addendum # 8, Dated \_\_\_\_\_, 20\_\_

Addendum # 9, Dated \_\_\_\_\_, 20\_\_

Addendum #10, Dated \_\_\_\_\_, 20\_\_

**Part II**

\_\_\_\_\_ No Addendum was received in connection with this RFP.

**Part III**

Proposer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_



## **ANNEX C**

### **ATTACHMENT F** **IRAN DIVESTMENT ACT COMPLIANCE RIDER FOR** **NEW YORK CITY CONTRACTORS**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the City, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- (a) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The City of New York may award a bid to a bidder who cannot make the certification on a case by case basis if:

- (1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or
- (2) The City makes a determination that the goods or services are necessary for the City to perform its functions and that, absent such an exemption, the City would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**BIDDER'S CERTIFICATION OF COMPLIANCE WITH  
IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

**BIDDER'S CERTIFICATION**

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
  
- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: \_\_\_\_\_, New York  
\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public





## ANNEX D Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
1	Can you clarify for me whether or not the Department is able to fund new services through this RFP, or it's only for the renewal of funding for existing services?	The RFP is for renewal of existing units.
2	Is it permissible to split a salary line between a HOPWA contract and non-HOPWA contract that deals with similar clients?	Yes
3	Are current HOPWA clients who are housed, but were homeless upon entering program still considered homeless and therefore eligible to be transferred to new contracts if they meet new contract eligibility?	Yes
4	If an organization applies for 3 separate target areas, will there be 3 separate awards, 25 each? Would this be considered by DOHMH, to award all three target areas of 75 units?	Each contract will be for a maximum of 25 units. Therefore, if your organization intends to apply for 75 units, three separate proposals must be submitted. Each proposal, regardless of target population selected, will be reviewed and scored independently. If all three proposals are funded, your organization will be awarded three separate contracts for the target populations selected in each proposal.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
5	For Shared living units, would we get more funding than the proposed \$18,000 annually?	Yes, a vendor will be paid more than \$18,000 for shared housing units (where the clients residing in the shared housing unit are NOT family members as defined in RFP). DOHMH will pro-rate the housing and related costs. The pro-rating methodology will be based on the proposed budget, number of shared units, and number of clients residing in shared units.
6	Is the organization expected to provide services to ALL family members living with the client or only those with HIV positive status? For those family members that are HIV positive, is the organization expected to achieve the same deliverables as the client? Is the organization expected to track the family member’s adherence and will it be included in the calculation of the expected percentiles?	Organizations awarded contracts through this RFP must offer services to ALL family members residing in the HOPWA-funded permanent housing unit. Family members must also be assessed and reassessed in accordance with the guidelines described in the RFP. ALL household members identified as HIV-positive are expected to receive support services to assist them in achieving optimal health related outcomes outlined in the RFP. The organizations awarded contracts through this RFP will be expected to track, collect, and report health related indicators. DOHMH will include HIV-positive household members in its assessment of health outcomes and associated deliverables.
7	“Failure to meet the 95% occupancy rate may result in liquidated damages”- Please explain exactly what liquidated damages entails and how it would be applied.	A dollar amount may be assessed for each percentage point below the expected percentage to be achieved for each indicator (as outlined in RFP). The dollar amount has yet to be determined.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
8	Transition the leases of apartments occupied by clients who are currently served by existing HOPWA funded supportive housing programs to vendors name....” Please explain what this means. How would this transition affect the existing contract that it belongs to?	If an organization currently receiving HOPWA funding is not awarded a contract to continue providing housing services to its existing clients, the organization awarded a contract through this RFP will be required to provide housing serviced to these clients. The expectation is that both organizations will collaborate to minimize the impact of the transition to existing clients. Collaboration includes, but is not limited to, transferring apartment leases from one organization to another, as well as assisting existing clients in identifying and securing new permanent housing, should the existing client(s) choose not to receive housing services from the new vendor.
9	Target population E- what administrative requirements makes these clients ineligible? If they are not eligible for HASA financial assistance, what kind of financial assistance are they eligible for?	Administrative requirements for the HIV/AIDS Services Administration (HASA) are set forth by the New York City Human Resources Administration (HRA). Contact HRA directly for an exhaustive list of requirements for program enrollment into the HASA program.
10	If the organization is receiving referrals from DOHMH, what are the expectations for outreach and recruitment?	The organization is required to conduct outreach to ensure its program is continuously at full census. DOHMH reserves the right to make same-day referrals if vacancies exist or to establish a waiting list. Nonetheless, it is the responsibility of the organizations funded through this RFP to independently conduct outreach and enroll clients into its programs WITHOUT referrals from DOHMH.



## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
11	Are the per unit rates for families the same as for single adults?	Yes
12	Is site control a requirement for submitting a congregate proposal?	No, site control is not a requirement for submitting a proposal for congregate housing. However, the proposal must provide a plan to acquire site control and have the facility ready for full tenant occupancy by July 1, 2013.
13	Will all referrals come from DOHMH?	No. The organization is required to conduct outreach to ensure its program is continuously at full census. DOHMH reserves the right to make same-day referrals if vacancies exist or to establish a waiting list. Nonetheless, it is the responsibility of the organizations funded through this RFP to independently conduct outreach and enroll clients into its programs WITHOUT referrals from DOHMH.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
14	Is housing for Category f (young adults) meant to be transitional or permanent housing (e.g. what happens when the housed client is no longer a young adult)?	<p>Housing for all target populations, including young adults, is meant to be permanent. A young adult may continue reside in HOPWA-funded housing past the age of 26 (assuming continued eligibility for income and residency). It is the expectation of DOHMH that the organization(s) awarded a contract for this target population will promote self-sufficiency to enable young adults to transition into independent permanent housing without the provision of supportive housing.</p>
15	Can providers mix different populations in a single building/program?	<p>Organizations must select one target population in each proposal it submits. If awarded a contract, the organization must ensure that each client enrolled in the program meets the eligibility criteria of the target population selected. In addition to the qualifying criteria for eligibility, an individual may also meet the criteria of other target populations.</p> <p>An organization may propose to house clients of various target populations in a single congregate facility. However, a separate proposal must be submitted for each proposed target population. The number of proposed congregate housing units must not exceed the capacity of the congregate facility.</p>



### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
16	Can we apply for more than one contract per program option/target population?	Yes.
17	Can we house individual contracts awarded under one program?	Each contract will be awarded separately. The agency may propose to split expenses across contracts in order to maximize resources. However, a separate proposal must be submitted for each proposed target population/contract.
18	Can HASA ineligible clients who meet other populations than criteria E be included in said population proposals?	Yes, it is the expectation of DOHMH that individuals meeting the criteria of target population “e” be served by ALL programs funded through this RFP (assuming the clients also meet the eligibility criteria of the awarded contract).
19	Are there a maximum number of contracts each agency is permitted to apply for?	There is no maximum number of proposals that may be submitted by an organization. A separate proposal must be submitted for each proposed target population. An organization may not propose more than 25 housing units per proposal. If proposing congregate housing, the number of proposed congregate housing units must not exceed the capacity of the congregate facility.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
20	Do clients currently housed by current HOPWA funds have priority for housing awarded via this RFP?	<p>Yes. Currently, DOHMH contracts with various not-for-profit organizations for the provision of supportive housing to very low-income PLWHA and their families. This solicitation is necessary to ensure continued services to those clients currently residing in congregate and scattered-site supportive housing units under contracts with DOHMH that will expire on June 30, 2012. The current housing model provides intensive case management and related support services to assist very low-income PLWHA and their families achieve and maintain housing and health stability.</p> <p>If an organization currently receiving HOPWA funding is not awarded a contract to continue providing housing services to its existing clients, the organization awarded a contract through this RFP will be required to provide housing services to these clients. The expectation is that both organizations will collaborate to minimize the impact of the transition to existing clients. Collaboration includes, but is not limited to, transferring apartment leases from one organization to another, as well as assisting existing clients in identifying and securing new permanent housing, should the existing client(s) choose not to receive housing services from the new vendor.</p>

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
21	For key staff positions that are already filled by existing staff, do we have to provide both a resume and a job description OR is it sufficient to supply a resume only?	Yes, organizations are required to submit the resumes and job descriptions for all proposed positions for existing staff. If the position is vacant, the organization is only required to submit the job description. If the organization is proposing a new position, the proposal is required to provide a description of qualifications for this position.
22	If an organization applies for several contracts and uses shared staff that overlap among them, if not all contracts are awarded, will HOPWA renegotiate the budget(s)?	Each proposal submitted to DOHMH must include a draft budget. If an organization is awarded a contract through this RFP, they will have the opportunity to submit a revised budget that may incorporate changes to personnel services and other than personnel services (OTPS) expenses.
23	The RFP looks to limit the size of previous programs larger than 25 beds. If this was not intended, can the RFP wording be modified to accommodate the continued operations of existing programs with more than 25 beds?	No. Each contract awarded through this RFP will require the selected organization to secure and maintain a maximum of 25 housing units for the provision of permanent supportive housing to eligible households.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
24	Are operators with existing programs larger than 25 beds encouraged to apply for more than one grant in the same category?	All eligible organizations are encouraged to apply to this RFP.
25	If we apply for 2 units of 25 beds in one category, should we identify this in a single application, in which case economies of scale can be identified, or must we submit two RFPs?	Yes, you must submit two proposals. There is no maximum number of proposals that may be submitted by an organization. An organization may not propose more than 25 housing units per proposal.
26	Can single adults with mental illness accompanied by families be considered under option b? If not, can a new category be formulated to meet the needs of this group of families?	Target population “b” is limited to single adults diagnosed with mental illness that is a primary barrier to independent living. Families that are homeless, including those with an HIV-positive family member diagnosed with mental illness, may be served under target population “a” listed in the RFP.
27	Under the rules governing this RFP, may an agency lease an apartment for clients that it or a subsidiary owns?	Yes.



## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
28	Under this RFP, can single adults share an apartment?	Yes. Organizations awarded a contract through this RFP must ensure that participation in shared housing arrangements shall be voluntary and not a requirement of the program.
29	Are we able to serve HIV-positive non-symptomatic clients under this RFP?	Yes.
30	Can we reduce the age requirement for target population "f" to 16?	No
31	Can we provide permanent housing in a congregate setting to combination of populations (mixed-use)?	Yes
32	Are administrative costs based on total contract value or based on total actual costs?	Administrative costs are based on actual cost and capped at a maximum of 7.0%.
33	Can we move rental cost budget based on actual lease cost as it occurs?	Rent costs are based on actual costs.



## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
34	Any startup costs allowed?	Yes, start-up costs are allowed.
35	What is the increased level of funding for shared living?	A vendor will be paid more than \$18,000 for shared housing units (where the clients residing in the shared housing unit are NOT family members as defined in RFP). DOHMH will pro-rate the housing and related costs. The pro-rating methodology will be based on the proposed budget, number of shared units, and number of clients residing in shared units.
36	Are start-up funds separate from the maximum \$450,000 award amount? If so, how much is the maximum an organization can request in start-up funds?	No, start-up costs are not separate; they are part of the total award amount. Start-up funds must be part of the overall proposed budget.
37	Are existing providers eligible for start-up funds?	Yes. However, an inventory of existing equipment, furniture, and supplies will be considered when deciding what start-up expenses are allowed for organizations previously funded through HOPWA.

## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
38	If an organization currently has units that are <u>not</u> funded by HOPWA, can the organization apply for the RFP?	Yes. There is no requirement for having received HOPWA funds previously to apply for this RFP.
39	If an organization has 25 shared units (being occupied by 2 people or families each), would that count as 25 or is that 50?	This proposed model would count as 50 units. To qualify as a shared housing unit, the clients residing in the shared housing unit must NOT be family members (as defined in RFP).
40	If an organization applies for congregate housing when will the organization receive notification of award, and will the organization be taking over another agency's contract? If so, when does that transition occur?	Grant award notifications will take place by early 2013. Existing contracts end on June 30, 2013. Ideally, new vendors will work with current contracts not being funded through this RFP to make a seamless transition beginning on the date of the contract award.
41	Current congregate setting has 27 units. Can organization only apply for funding for 25 of the 27 units?	The maximum number of units funded under each contract is 25 units. Therefore, the organization could apply for only 25 units under one contract, or submit two proposals to cover all 27 units.

## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
42	My current contract is for 20 beds. Can we apply for 25? Will fractions of 25 maximum be awarded? If we apply for 25, can we get only 20?	Yes, organizations can apply for any number of units, up to 25, under each proposal.
43	We have the current expectation that once clients are HASA eligible, they <u>must</u> transfer out of program. Is this “permanent” housing or would the prior expectations stand?	This is an RFP permanent supportive housing. Individuals do not need to be transferred as long as they continue to meet client eligibility criteria.
44	Currently we have asymptomatic/symptomatic standards for apartments. Will this stand?	All clients who reside in HOPWA-funded supportive housing units must be HIV-positive. There are no requirements pertaining to HIV symptomology.
45	What is the maximum capacity for each residence?	There is no maximum capacity per residence.
46	A maximum award will be provided of 640 units/proposer? Is this correct?	The expectation is that 640 housing units will be funded through this RFP. The annual HOPWA grant award will determine the exact funding level for each grant year and the corresponding allocation earmarked to DOHMH for the provision of housing services. A maximum of 25 housing units will be awarded per contract.

## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
47	Does DOHMH work with organizations to present proposed residence initiative to community boards?	No. The organization is responsible for obtaining community board approval for congregate residences, if applicable.
48	Please clarify. This RFP is for new vendors as well, not just existing ones?	Yes, proposals will be accepted from vendors who currently have contracts as well as those that do not.
49	Can you provide a list of existing vendors and developers?	A list of current HOPWA vendors can be accessed at <a href="http://www.nychopwa.com/">http://www.nychopwa.com/</a> . We do not maintain a list of developers. Funding for capital development will not be allowed through this RFP.
50	If only 25 units are being assigned for one target population, if I have a building of 75 units, I will need to submit more than one proposal per target population? And is this allowed to mix populations within that building?	Yes, you need to submit more than one proposal if your organizations intends to request funding for more than 25 units. Yes, you may mix target populations within a single building.
51	What is the administrative rate?	Administrative costs are capped at a maximum of 7.0%.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
52	What is the fringe rate?	The fringe rate is set at a maximum of 35.0%.
53	Will you post Excel forms for the budget?	Excel forms will be uploaded to the DOHMH website.
54	For a pre-existing client in scatter-site housing, whose lease is in their name—for the new contract term, will the lease have to be transferred over to the agency name in order for the client to remain eligible for services?	Scattered-site housing units must be leased in the organization’s name (i.e., scattered-site I model). A pre-existing client in scattered-site housing whose lease is in their name may choose to transfer the lease to the organization’s name. However, that decision is to be solely made by the client and also requires the landlord’s approval.
55	If a program is under 25 beds, is the agency required to increase the beds to the maximum allowed for the new contract year?	No. An organization can apply for less than the maximum number of housing units.
56	If these are all renewal services, what is the breakdown of units by the target populations?	This RFP solicits proposals to provide housing services to clients currently residing in HOPWA-funded housing. A list of target populations is listed in the RFP. A list of current HOPWA vendors can be accessed at <a href="http://www.nychopwa.com/">http://www.nychopwa.com/</a> .



### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
57	Can you restrict what criminal convictions make the client eligible for the program?	No. However, organizations must abide by all applicable rules and regulations set forth by HUD, as well as all local, state, and federal regulations pertaining to housing individuals with a history of incarceration.
58	When putting together the annual expenses (operating and services) how do we show that client contribution? If we are limited to the \$18K per unit and \$450,000 total, where would we put client contribution and how these funds are being allocated to operating (or does operating not mean rents) or can the “total cost” be \$18,000 but have to show other funding?	There is a line in the budget form for anticipated program income.
59	Are linkage agreements for all proposed services to be provided by third party linkage providers required to be submitted with proposal?	No.
60	Can you provide additional clarity with respect to providing services to clients who do not wish to participate in the supportive housing program?	Assistance must be provided to existing clients of HOPWA-funded supportive housing programs who do not wish to continue to receive supportive housing assistance through the proposer’s program. Organizations awarded contracts through this RFP must assist these clients, directly or through referrals, to obtain permanent, stable housing.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
61	My organization does not currently receive HOPWA funding but has several other contracts through DOHMH. Will a proposal from my agency be considered?	Yes, your organization will be considered. Having a previous HOPWA grant is not a requirement of the RFP.
62	If you are not currently serving individuals in target populations “e” and “f”, can you apply for a new target population?	Yes.
63	Can you please clarify—can you apply for two RFPs in the same category?	Yes.
64	If you apply for two in the same category, can the total exceed 25? For example, 15 and 15.	Yes, the total housing units per agency can exceed 25 but the maximum for each proposal cannot exceed 25. The example given is acceptable.
65	If serving mental health population—what qualifications required of person doing counseling?	The provision of mental health counseling is limited to a licensed psychiatrist; licensed psychologist (i.e., Ph.D., Psy.D.); licensed clinical social worker (LCSW); or a licensed master social worker (LMSW) under the supervision of a LCSW, licensed psychologist or psychiatrist. All service providers must be licensed by the New York State Education Department – Office of the Professions in one of the above professions. A psychiatrist must also be Board-certified in psychiatry by The American Board of Psychiatry and Neurology.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
66	If serving substance abuse population—what qualifications required of person doing counseling?	The qualifications for staff providing substance abuse counseling will be decided prior to contract award.
67	Can HASA/PA funds collected be used to supplement HOPWA funding without reduction to total awarded funds?	No. DOHMH will offset award (payments) based on HASA program income collected.
68	If you submit three proposals for the same population, does each proposal need to be unique even if the goal is to serve 75 people in the same target population?	No, they do not necessarily need to be unique if for the same target population.
69	If an agency (currently funded by HOPWA) is not awarded a contract (through this RFP), do the staff currently covered get transferred to the new agency?	No.
70	The 95% occupancy rate will be assessed on what frequency? Monthly, quarterly, etc.?	Monthly.
71	Could you discuss what would be included in a referral package from DOHMH?	A referral package would include verification of client eligibility, including, but not limited to, HIV status, income and residency.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
72	Not clear about difference between target populations “a” and “d” – target population “a” seems inclusive of “d,” while “d” is limiting types of homeless families grantee can work with. Is this correct?	Target population “a” is for adults <u>and/or</u> families, including adult families (i.e., couples). Target population “d” is exclusively for families with children under the age of 18.
73	What is the difference between congregate care and independent living for residences for the homeless?	Congregate housing is supportive housing, including the provision of home-based services. Independent living is where and individual resides on his/her own without the provision of home-based support services.
74	What is the existing rent burden for scattered-site contracts?	It varies by contract. The amounts are determined by number of housing units, housing model, and household income of clients enrolled in the program.
75	Can required services be provided through referrals or linkages?	No, required services must be provided directly by the contracted agency.
76	Is there a preference for contracts being renewed to maintain stability for clients?	No. Organizations awarded contracts through this RFP must ensure continuity of housing and services to clients who are currently served by HOPWA-funded supportive housing programs administered by DOHMH should the existing vendors not be awarded under this RFP. Referrals and assistance must be provided to existing clients of HOPWA-funded supportive housing programs who do not wish to continue to receive supportive housing assistance through the proposer’s program.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
77	If an organization is awarded a contract to provide congregate housing, will it have to move existing clients from their current housing into the congregate housing?	An organization may need to house existing clients if they choose to receive services from the proposer’s program.
78	Can we get a list of existing contracts with breakdown of scattered-site and congregate by borough?	A list of current HOPWA vendors can be accessed at <a href="http://www.nychopwa.com/">http://www.nychopwa.com/</a> .
79	Do HRA/HASA supportive housing providers qualify for this grant?	This RFP is not for the provision of HASA supportive housing. Any organization may submit a proposal for this RFP.
80	I believe that our program fits neither the scatter-site nor congregate housing model. If we were awarded a grant, do we have to change over housing immediately or can we do so as we have vacancies? How do we handle our existing tenants?	Only congregate and scattered-site housing will be considered. There must be vacancies for all proposed HOPWA-funded clients to be housed by the start of the contract.
81	Is there a sample budget available to view?	No.
82	Please confirm that clients meeting the eligibility criteria of target population “e” can be served by all other categories, if they meet the criteria of both target populations.	Yes, individuals meeting the eligibility criteria of target population “e” can be served by all programs as long as the clients meet the eligibility criteria of the contract.



### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
83	Considering the drop in financial resources due to the elimination of HASA and client program fees, will there be a reduction or elimination of administrative requirements such data entry (in eCOMPAS) and any data collection?	No.
84	The proposal says we have to submit two references. If an organization is submitting three proposals, do they have to submit six individual references, or can they use the same two references for each proposal?	The same two references can be used for multiple proposals submitted.
85	Will an organization being able to keep program income?	DOHMH will offset award (payments) based on program income collected.
86	Currently, our organization has 20 housing units earmarked for non-HIV positive adults. The goal of the program is to prevent them from seroconverting. Will we be able to serve these clients through this RFP?	No. All clients enrolled in the program must be HIV-positive.
87	Will existing clients automatically be deemed eligible to continue within their current provider's overall bed allocation if that provider's grant is renewed, regardless of what category a provider selects going forward? Or something else?	Yes. Organizations awarded contracts through this RFP must ensure continuity of housing and services to clients who are currently served by HOPWA-funded supportive housing programs administered by DOHMH. Referrals and assistance must be provided to existing clients of HOPWA-funded supportive housing programs who do not wish to continue to receive supportive housing assistance through the proposer's program.

### Question and Response:

#### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
88	<p>The RFP on Page 16 states: <i>Briefly describe all relevant program evaluations conducted during the last two years. As a separate addendum to the application, provide copies of all relevant housing-specific program evaluations conducted during the last two years.</i> What is meant by program evaluation here, internal reports on program functioning and outcomes, or external audits or something else?</p>	<p>Program evaluation documents include, but are not limited, programmatic monitoring reports conducted by external funders for housing programs administered by the organization.</p>
89	<p>Will the contract pay for both rent and utilities? Are organizations required to pay for utilities for clients?</p>	<p>Organizations funded through this RFP are responsible for rent costs associated with leasing housing units. A client is responsible for contributing 30% of their household income toward rent, if the client receives income other than public assistance. Client utility costs (i.e., electricity, gas) are an allowable expense. An organization funded through this RFP is not required to pay for client utilities; though, they are allowed to do so. Utilities do not include telephone and cable television expenses.</p>
90	<p>Do utilities have to be set-up in the organization's name on behalf of the client?</p>	<p>No.</p>
91	<p>How many of the currently housed clients qualify for each of the 8 target populations. And can you break that down by borough please.</p>	<p>All clients currently residing in HOPWA-funded housing met the client eligibility criteria set forth in the RFP. All clients currently residing in HOPWA-funded housing reside within the five boroughs of New York City.</p>



## Question and Response:

### Request for Proposal (RFP) - HOPWA - 13AE000300R0X00

QUESTION #	QUESTION	RESPONSE
92	Please clarify "single adults diagnosed with a substance abuse disorder." Does that have to be someone currently using or can it be someone newly in recovery; or what type of results are expected on an assessment?	To qualify for supportive housing under target population "c," an individual must be diagnosed with a substance-related disorder as defined by the American Psychiatric Association in the most recent version of the Diagnostic and Statistical Manual of Mental Disorders. Clients are not required to be currently using. Organizations are expected to emphasize avoidance or reduction of high risk and harmful behaviors.
93	If clients in one's current program no longer meet HOPWA eligibility criteria, are they to be referred out to other programs as per the RFP?	Referrals and assistance must be provided to existing clients of HOPWA-funded supportive housing programs who do not wish to continue to receive supportive housing assistance through the proposer's program or who no longer meet client eligibility criteria for HIV status, income, and residency.
94	We are considering subcontracting case management to another organization. Would this be permitted?	No.