

**RFA # 17767 / Grants Gateway # DOH01-RTHP1-2018**  
**New York State Department of Health**  
**Division of Program Development and Management**

**Rapid Transition Housing**  
**(formerly Nursing Home to Independent Living)**

**Modifications, Questions and Answers**  
**6/14/18**

**Please note that the slides from the Applicant Conference are attached to the end of this document for reference.**

**RFA MODIFICATIONS**

*The following has been updated/modified in the RFA. Strike-through indicates deleted text; underlined/bolded text is new.*

**III. Project Narrative/Work Plan Outcomes**

<b>TABLE 1</b>	
Counties Served	Number of Rental Subsidies
Nassau and Suffolk Counties	<del>402</del> <b><u>104</u></b>
Onondaga County	<del>125</del> <b><u>116</u></b>
Total	<del>227</del> <b><u>220</u></b>

**V. Completing the Application, A. Application Format/Content**

**1. Program Summary**

Summarize your proposed program including all major activities your agency will undertake to meet the stated goals of this initiative. **Include the purpose of your program target populations, geographical area(s) to be served, outreach strategy, proposed services and anticipated outcomes.**

**V. Completing the Application, C. Review & Award Process**

Awards will be scored by county or applicants that are applying to serve all areas, with first preference given to the top scoring applications that are able to serve in the locations that are currently serving participants (TABLE 1). After awards are given to applicants to ensure the continued rental subsidies for those currently served, NYSDOH will award the additional applications based on highest score. **Partial awards may be granted based on the ranking of**

**highest scores. For example, if the highest scored application is serving one area that applicant would be awarded. If the next highest score is proposing to serve all three geographic areas, the applicant would be awarded the remaining two areas.**

## **QUESTIONS AND ANSWERS**

- 1. RFA states that \$2.5m awards will go to existing locations. Are proposals to serve these existing locations (Onondaga, Nassau & Suffolk) expected to serve existing 227 participants only, or the current 227 plus additional recipients in those counties?**

**ANSWER:** The awardees in the currently served locations (Onondaga, Nassau & Suffolk) are expected to serve the existing participants as well as new additional participants.

- 2. Is the current funding on Long Island \$2.5 million & the new award will be \$2.5 million?**

**ANSWER:** No, the current award for Long Island and Onondaga county under the 2014 RFA was \$2 million annually and the new award for the 2018 RFA has increased to \$2.5 million annually. This increase is to allow for additional participants as current awardees are at capacity or near capacity. The new location will be awarded \$2 million.

- 3. The award is \$2 million per year?**

**ANSWER:** Please see the answer to Q.2.

- 4. If you are serving Nassau/Suffolk, can we apply to serve those beds as a new provider? In other words, the current provider may not necessarily be awarded-we are competing for the 102 beds?**

**ANSWER:** Yes, this is a competitive procurement and awards will be based on scoring of the application submitted. Current providers are not guaranteed the award.

- 5. Can you clarify that just one program in an area not currently served will be funded?**

**ANSWER:** Correct, only one award will be granted for a new service area.

- 6. How do we find out who are the current awardees are for this program?**

**ANSWER:** Federation of Organizations currently serves Nassau & Suffolk counties. The Salvation Army currently serves Onondaga County.

- 7. If the grant applicant already receives Olmstead Housing Subsidies in their community can they apply for this funding?**

**ANSWER:** Yes.

- 8. If an applicant already has an MRT Health Home Supportive Housing program are they eligible for this opportunity as well?**

**ANSWER:** Yes.

- 9. Is a PPS eligible to apply as lead applicant if partnering with (subcontracting to) a housing provider?**

**ANSWER:** Yes, however, the lead applicant **MUST** meet minimum eligibility requirements indicated in Section II. Who May Apply of the RFA.

- 10. Can a local government unit apply and subcontract with a housing provider?**

**ANSWER:** Yes, please see the answer for Q. 9.

- 11. Can two housing providers apply together along with a PPS, one as the applicant and one as a sub?**

**ANSWER:** Yes, please see the answer for Q. 9.

- 12. Can the applying agency use agency owned housing to house subsidy residents?**

**ANSWER:** Yes, that is allowable if rents are within HUD Fair Market Rent. However, tenants must hold a lease or sub-lease. Also, please note that the rental subsidy is attached to the person and not the project.

- 13. Are grantees required to work with supportive housing providers to house participants, as opposed to private landlords.**

**ANSWER:** No, grantees are expected to work directly with private landlords.

- 14. Do we need to submit separate applications for multiple awards, or can we submit just one indicating what we are applying for?**

**ANSWER:** Each applicant is only able to submit one application. Please list what county(ies) your organization will serve under RFA Section V. Completing the Application, A. Application Format/Content 1. Program Summary. See modification at beginning of this document for this section.

- 15. Could an application proposing to serve both an established area (eg. Onondaga) AND a new area be awarded in part (i.e. for either the existing area proposed OR the new area proposed) based on scores of competing applications?**

**ANSWER:** Awards will be made by highest score and it is therefore possible that partial awards could be made. For example, if the highest scoring application is for one area

already served and then the next highest is for all three locations, the second applicant would be awarded the two remaining areas.

**16. Should the provider serving a new area cover a specific range? Can it be a county approach or more of a regional approach?**

**ANSWER:** The area(s)/county(ies) which each applicant covers is at the discretion of the applicant. If the applicant chooses to cover multiple counties, all counties should be listed in your Program Summary. See answer to Q. 14.

**17. The RFA states that a new area adjacent to an existing area will not count as a new area. Are the NYC counties ineligible because they are adjacent to Nassau/Suffolk?**

**ANSWER:** The boroughs/counties of NYC would not be considered adjacent to Nassau/Suffolk for this RFA and are eligible to be served as a new area/geographical location.

**18. Is it possible you would divide the \$2 million award for the new area into several smaller awards for one or more new areas?**

**ANSWER:** No, only one award will be made for a new area. However, an applicant can apply to serve multiple counties on one award. Award will be granted to the highest scoring applicant.

**19. Will we receive a copy of the current unit size, rent, rental subsidy to create a budget?**

**ANSWER:** No, rental rates are dependent upon HUD Fair Market Rent which varies by area. Please refer to Attachment 6 of the RFA which provides Budget Data Entry Guidelines.

**20. Regarding the budget, are years 2-5 to be included on one spreadsheet?**

**ANSWER:** Yes, please see attachments 5 and 6 for Budget entry guidelines. Budgets for Years 2 through 5 should be combined into one pdf no larger than 10MB.

**21. Slide 15: eligible participants must come from SNF or be homeless. Page 4 of RFA: Participants must come from SNF or be homeless AND identified as a high utilizer. Is high utilizer status required if a person is homeless and how is high utilizer defined?**

**ANSWER:** Eligible participants must come from SNF or be homeless AND identified as a high utilizer. The applicant's partnering health care organization(s) can assist in identifying high utilizers. MRT uses one of the following criteria to identify high-utilizers:

- a. Have two or more inpatient stays in the past 12 months
- b. Have five or more emergency department visits in the past 12 months

- c. Have four or more emergency department visits and one or more inpatient stay in the past 12 months, or
- d. Qualify as a high Medicaid utilizer by being within the top 20% of Medicaid recipients' spending relative to the county of fiscal responsibility and target population parameters (e.g., a Serious Mental Illness (SMI) recipient in Westchester would have to have base period spending of more than 80% of the SMI Medicaid population in that county).

**22. In current programs, are the leases in the individual's name or the agency name?**

**ANSWER:** In the current program as well as this current procurement leases may be in the individuals name or the agency name. If the lease is in the agency name a sub-lease in the individuals name is also required.

**23. Is there a minimum number of participants you expect to be served in a new area?**

**ANSWER:** No, the number of participants to be served will be based on the applicant's budget and HUD Fair Market Rent rate.

**24. What would be the admin fee for Nassau & Suffolk?**

**ANSWER:** Please refer to RFA Section V> Completing the Application, A. Application Format/Content 6. Budget which indicates "Administrative costs will be limited to a maximum of 10% of total direct costs."

**25. Will eligible applicants still be required to score a 5 or above on a UAS?**

**ANSWER:** No, the Uniform Assessment System (UAS) is no longer a requirement of the program.

**26. Is there a minimum or maximum income requirement?**

**ANSWER:** The Medicaid program has its own income limits for individuals to be eligible. Participants who are coming from a nursing home may be on Medicaid with a spend down. These participants must be at or below the current HUD local county Extremely Low Income Limits. (available at: <https://www.huduser.gov/portal/datasets/il.html>)

**27. Does the participant pay their portion directly to the landlord or does the program pay the full amount and then the tenant pays the program?**

**ANSWER:** This is at the discretion of the program and landlord. The payment terms should be indicated on the participants lease/sub-lease.

**28. Is there a new program manual associated with this program vs. the previous NIHL manual?**

**ANSWER:** Yes, a new program manual will be issued for the Rapid Transition Housing Program after the new procurement is awarded.

**29. Do participants have to have a physical disability AND two other chronic conditions, so 3 disabling diagnosis to be eligible?**

**ANSWER:** As stated in RFA Section III. Project Narrative/Work Plan Outcomes, participants include those currently enrolled in the program or individuals with one or more documented chronic physical disabilities that also have two or more chronic conditions. Please see chronic conditions as defined by the New York State Department of Health at: <https://www.health.ny.gov/diseases/chronic/>.

**30. Can you define what is meant by chronic physical disability?**

**ANSWER:** Chronic Physical Disability is defined as a medically documented persistent or recurring physical impairment that substantially limits one or more major life activities, other than a mental illness or intellectual or developmental disability, with an expected duration of 12 months or longer.

**31. Would subcontracts to provide staffing (e.g. housing specialists, service coordinators) count toward eligible MWBE expenses or would they be exempt since they provide essential staffing?**

**ANSWER:** MWBE expenses do not include staffing. Please refer to the “Detailed MWBE Forms Instructions”.

**32. Does the Local Authority approve the participants or are they referred to the LA?**

**ANSWER:** There is no Local Authority in this project. Awarded grantees must find eligible participants through the stated eligible referral sources and find affordable housing appropriate for the individual.

**33. Would the Local Authority be the sole agency involved in this program or would this program work like the NHTD program where the LA gets referrals from the local RRDC?**

**ANSWER:** This program is not part of the Nursing Home Transition and Diversion program (NHTD). There is no Local Authority (LA) or Regional Resource Development Center (RRDC). Please see answer to Q.34. regarding referrals.

**34. Is CTS budget a part of the 50% for subsidies?**

**ANSWER:** Rental subsidies related to the 50% requirement must only include: rent to landlord, security deposit, brokers fees and utility allowance.

**35. Does the CTS budget include monies for minors in participants household?**

**ANSWER:** Yes, each family or unit will be limited to \$5,000.

**36. Is there a CTS amount limit per participant?**

**ANSWER:** Yes, please see Q. 35.

**37. In Program Design and Activities section j (top of page 17) it asks “Describe how you will ensure that the MDW is on time and accurate (15<sup>th</sup> of every month).” Please note that the current contract month dates run from the 21<sup>st</sup> of the month until the 20<sup>th</sup> of the following month with the MDW and NHIL report to be due on or around the 25<sup>th</sup> of the month (which is stated in the current workplan approved by DOH.) In the new contract, will the reporting be different? We just don’t want to lose points for stating that we hand in the current reports on the 25<sup>th</sup> (which would appear to be late).**

**ANSWER:** Please use the information in the new procurement under 4. Program Design and Activities, j. Some policies may be updated in the new procurement and therefore are different than current practices.



**Department  
of Health**

Office of  
Health Insurance  
Programs

# Medicaid Redesign Team

## Rapid Transition Housing Program RFA

Emily Engel, Program Manager  
Bureau of Social Determinants of Health

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Bureau of Social Determinants of Health

June 2018



# Housekeeping

- All lines will be muted
- Applicants should submit questions in the Q&A box
- These slides will be posted with the Q&A on grants gateway on or about June 11,2018.

# Today's Presenters

- Emily Engel, Program Manager of the Bureau of Social Determinants of Health
- Jahmel Robinson, Contract Manager for Bureau of Social Determinants of Health

# Introduction to the RFA

The New York State Department of Health (DOH) is issuing this Request for Application (RFA) to seek applications from Providers for funds to be used to provide rental subsidies and non-medical services to provide housing for homeless Medicaid members who are enrolled in or in the process of enrolling in New York State's Rapid Transition Housing Program.

This RFA is a re-procurement from contracts that will be ending on 11/30/18.

# Introduction to the RFA

- This program will serve participants that are already enrolled in the program and single individuals who are enrolled/enrolling in the Nursing Home to Independent Living program (NHIL).
- The anticipated amount of funding is \$7,000,000 per year, with \$2.5M allocated to currently served locations and \$2M allocated to one new location.
- It is anticipated that the contracts resulting from this RFA will be in effect during the following five-year period: 12/1/2018—11/30/2023.

# Key Events and Timeline

- RFP Release Date: 05/24/2018
- Webinar: 06/01/2018
- Questions Due: 06/06/2018
- Questions Posted on Website (Tentative Date): 06/11/2018
- Proposals Due: 06/29/2018
- Contract Start-Date: 12/1/2018

# Definitions

**Homeless:** Individuals or families that that are living on the street, in a shelter or a hospital, or has had three or more addresses in the past 12 months.

**Fair Market Rent:** Rental subsidy amount set yearly by the Department of Housing and Urban Development.

([https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018_code/select_Geography.odn))

**Rental Subsidy:** A portion of rent paid directly to the landlord with the participant paying 30% of their adjusted monthly income toward rent. Rental subsidy is calculated the same as the HUD Housing Choice Voucher Program.

# Current Participants

# Current Population Served Under this Program

- This program began in 2014 and currently serves 227 participants.
- Rental subsidies must continue for all current participants.
- A minimum of one award will be made in the currently served counties (listed in Table 1 of the RFA) to ensure that the program continues to serve current participants.
- Funds will be awarded to up to three providers capable of administering this initiative in Onondaga County, and/or Nassau and Suffolk Counties, and/or up to one new area that is currently not served.



Table 1

County	Current Number of Participants Served
Nassau and Suffolk Counties	102
Onondaga	125
Total	227

# Diagnoses of Current Population

The analysis is from our evaluation and includes 60 Nursing Home to Independent Living clients who were enrolled by December 31, 2015 and had consistent Medicaid coverage during the year before their supportive housing start date.

Diagnostic Characteristics	
Severe Mental Illness (SMI)	60%
Substance Use Disorder (SUD)	22%
HIV Positive	2%
Other Chronic Medical Conditions	92%

# Objectives under re-procurement

# Objectives and Responsibilities under the RFA

- Identify Medicaid members with one or more documented chronic physical disabilities and have two or more chronic conditions (e.g., asthma, diabetes, substance abuse disorder (SUD)). Locate affordable, accessible, sustainable housing for eligible participants
- Leverage partnerships with Managed Care Organizations (MCO), Skilled Nursing Facilities (SNF), Performing Provider Systems (PPS), medical respites, and/or hospitals to target high-utilizers
- Provide housing at Fair Market Rate (FMR) to facilitate access to services and improve the health status of Rapid Transition Housing Participants

# Partnership with Healthcare Systems

- This procurement encourages relationships between providers and health care systems.
- Successful applications must have **at least** one health care system partner identified with a letter of support. Letters of support must be uploaded in the Grants Gateway under the specified programmatic question
- Health care system partners include: Managed Care Organizations (MCO), Skilled Nursing Facilities, Performing Provider Systems, medical respites, and/or hospitals to target high-utilizers
- These partners should be used as a referral source to target your communities high-utilizers of Medicaid

# Eligible Target Populations

- Participants include those currently enrolled in the program or individuals with one or more documented chronic physical disabilities that also have two or more chronic conditions (e.g., asthma, diabetes, substance abuse disorder (SUD))
- This program will serve eligible single adults age 18 and older, and may also include families with minors under the age of 18 years old. Eligible participants who are awaiting an organ transplant, and are in need of emergency housing to meet waitlist requirements, must be given priority for housing
- Participants in the program must be on Medicaid and either coming from a Skilled Nursing Facility or homeless

# Eligible Costs

Any funds awarded to applicants must be used for the purposes of providing housing and non-medical services that facilitate the provision of housing to a Rapid Transition Housing participants, and their ability to remain stably housed. Permissible use of funds include:

- Rental subsidies at or below HUD Fair Market Value, security deposit, one time furnishing and personal supplies
- Services or staff that help the Rapid Transition Housing participant remain stably housed, including program supervision, housing counselors or specialists, and employment counseling
- Staff to identify and locate the Rapid Transition Housing participants and available affordable housing
- Non-medical activities that address participants social determinants of health

# Eligible Applicants

Applications will only be accepted from not-for-profit corporations and government agencies authorized to do business with, and available to provide services in, New York State. A qualified applicant must also have at least three years of experience in the following areas:

- Housing of homeless individuals or those coming from a skilled nursing facility
- Providing housing services to help individuals remain stably housed
- Connecting individuals to benefits and care



# Reporting Requirements

## *Monthly:*

Medicaid Data Warehouse Spreadsheet

## *Quarterly:*

The Rental Subsidy Tracker

Narrative Report (this is similar to your submitted workplan that has updates on progress of program).

Voucher submissions are quarterly.

The Department may make an advance payment to a provider up to 25%.

# Walk-Through Completing the Application (Pages 15-21)

# Attachments

- Attachment 1: Vendor Responsibility Attestation\*
- Attachment 2: Minority & Women-Owned Business Enterprise Requirement Forms\*
- Attachment 3a: Medicaid Data Warehouse Spreadsheet\*
- Attachment 3b: Rental Subsidy Tracking\*
- Attachment 4: Excel Budget Spreadsheet for Year 2 through 5\*
- Attachment 5: Grants Gateway Budget Instructions
- Attachment 6: Budget Data Entry Guidelines

These attachments are located/included in the Pre-Submission Upload section of the Grants Gateway on line application.

# Summary of Scoring

Program Summary	Not Scored
Statement of Need	5 Points
Applicant Organization	15 Points
Program Design and Activities	40 Points
Work Plan	20 Points
Budget Forms	20 Points
Total	100 Points

# Complete Application Requirements

- Pre-submission Uploads
- All Program Specific Questions must be answered
- A letter of commitment from a health care partner must be uploaded
- The first year budget must be entered into grants gateway and additional years uploaded in the provided excel spreadsheet
- The workplan complete with objectives, tasks and performance measures that coincide with the program activities.
- Budgets **must** allocate at least 50% of funding for rental subsidies which only includes: rent to landlord, security deposit, brokers fees and utility allowance.

# Grants Gateway

- Applications must be submitted online via the Grants Gateway by the date and time posted on the cover of the RFA
- Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Reform website at the following web address: <http://grantsreform.ny.gov/Grantees> and select the “Grantee Quick Start Guide: Applications” from the menu on the left.
- Grants Gateway Team Email for technical assistance: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

# Questions?

MRTSupportiveHousing@health.ny.gov

