

NEW YORK STATE OFFICE OF MENTAL HEALTH
NYC Field Office



REQUEST FOR PROPOSALS

SERVICE-ENRICHED SINGLE ROOM OCCUPANCY (SRO) HOUSING

NYNY III Supportive Housing

DECEMBER 2006

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RFP SUMMARY

OVERVIEW OF RFP DISTRIBUTION AND PROPOSAL REVIEW

1. The SRO Housing RFP will receive wide distribution

- The RFP will be mailed to all current OMH housing providers, as well as those on the current mailing list (i.e. mental health advocacy agencies, local government officials, other non profit organizations).
- Information about the RFP will be advertised through The Center for Urban Community Services' web site, the Supportive Housing Network of NY's newsletter, the Coalition of Behavioral Health Agencies, the Corporation for Supportive Housing, the City Limits newspaper, and OMH's website.
- The RFP will be advertised in the State Register.

2. Submission of Proposals

- Letters of Intent must be postmarked by January 22, 2007.
- All agencies submitting a Letter of Intent must attend the Bidders' Conference, in order to answer questions related to the RFP and to collect related documents.
- Complete proposals are due by 5:00 p.m. on March 2, 2007.

3. Review of Proposals

- All proposals will be assigned an identification number and logged into a database. Each proposal will be checked for completeness and each applicant's eligibility will be verified. If a proposal does not meet the basic qualifications for eligibility and target population, as outlined on page 3 of the RFP, the proposal will be eliminated from further review and the applicant will be notified within 10 working days.
- A copy of the eligible proposals and rating sheets will be distributed for review by the appropriate NYC Field Office staff. Field Office housing unit staff will review all proposals along with at least 2 other reviewers from: the Field Office fiscal unit, the Field Office certification unit, the borough coordinator, the Field Office recipient affairs unit and/or the Central Office housing services unit.
- A meeting will be arranged with all reviewers. Each proposal will be discussed and a consensus rating and recommendation to receive a set-aside of beds will be determined. Any disagreement or questions regarding the rating of a particular proposal will be decided by the Director of Housing and Adult Services. A proposal must receive a score of 65 to receive a set-aside of beds.
- Final recommendations for the set-aside of beds will be made by senior staff from the NYC Field Office and OMH's Central Office to ensure an equitable distribution by borough. The proposals will be ranked by score, by borough.
- For agencies applying for both adult and young adult beds, each component will be reviewed separately. Should the adult component receive a passing score of 65, but the young adult component does not receive a passing score of 65, the agency will be awarded a set-aside of adult beds only. However, should the young adult component receive a passing score, but not the adult component, no beds will be set-aside, as the young adult program cannot stand alone.
- All agencies will be notified in writing of their set-aside of beds or their non-selection for a set-aside.
- An agency that does not receive a set-aside of beds may contact the NYC Field Office for feedback on their proposal.

4. Final Siting of the Beds

- Once an agency has received a set-aside of beds, OMH will evaluate all viable sites that an agency identifies.
- Final approval is based on a number of factors. They include an agency's ability to find a viable site, DOB funding approval, adherence to Part 41.34 of the Mental Hygiene Law, and approval of the PAR or Supportive Housing Application.
- Once all beds have been allocated, agencies will be notified that their set-aside of beds has been withdrawn.

SERVICE-ENRICHED SINGLE ROOM OCCUPANCY (SRO) HOUSING

NYNY III

REQUEST FOR PROPOSALS (RFP)

The New York State Office of Mental Health's (OMH) New York City Field Office announces the availability of funds for the development of Service-Enriched Single Room Occupancy (SRO) housing to be developed within the five boroughs of New York City. Funding is available to develop up to 1,125 units of housing for individuals meeting the eligibility criteria for NYNY III housing (defined below). A set-aside of beds will be made to successful applicants in all five boroughs. Once a set-aside is made, the successful applicants can begin identifying prospective sites for evaluation by OMH's Housing Services Unit. OMH will continue to evaluate sites and authorize development for successful applicants until all available beds are sited. At that time, successful applicants who have not identified a viable site will be notified that their set-aside has been withdrawn.

I. ELIGIBLE APPLICANTS

Eligible applicants are not-for-profit agencies with 501(c)(3) incorporation that have experience providing housing and/or mental health services to individuals with serious and persistent mental illness. Currently licensed providers who apply must have operating certificates in good standing with OMH.

II. TARGET POPULATION

The housing and services developed through this RFP are designed for the following populations, as defined in the NYNY III Agreement:

- A. Chronically homeless single adults who are diagnosed with a serious and persistent mental illness, or who are diagnosed with a serious and persistent mental illness and one or more disorders relating to the use of alcohol and/or drugs. For the purposes of this RFP, a chronically homeless person is one who has spent at least 1 of the last 2 years in a homeless shelter or living on the street. (RFP targets 425 of these individuals);
- B. Single adults who are presently living in New York State-operated psychiatric centers or State-operated transitional residences and who could live independently in the community, if provided with supportive housing and who would be at risk of street or sheltered homelessness, if discharged without supportive housing (RFP targets 500 of these individuals);
- C. Young adults, ages 18-24, who are diagnosed with a serious mental illness and are being treated in New York State licensed Residential Treatment Facilities or State-operated psychiatric facilities; or are leaving or have recently left foster care. These are individuals who could live independently in the community, if provided with supportive housing and who would be at risk of street or sheltered homelessness, if discharged without supportive housing (RFP targets 200 of these individuals).

The criteria for determining [Serious and Persistent Mental Illness](#) will be available to applicants at the Bidders' Conference and on the OMH website.

III. DESCRIPTION OF SRO HOUSING

Service-Enriched Single Room Occupancy (SRO) housing provides private living units with on-site services for individuals who have minimal self-maintenance and socialization skills. The living units may be designed as studio apartments or as suites with single bedrooms around shared living spaces.

The provider must maintain 24-hour front desk security, provide some on-site 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 option to develop an OMH-licensed Community Residence Single Room Occupancy (CR-SRO) or a Supported Single Room Occupancy (SP-SRO) for a minimum of 45 individuals and a maximum of 60. Adult beds that are co-located in the same building with the young adult CR-SRO units may be operated as a CR-SRO or as an SP-SRO. However, since young adult housing is intended to be transitional, housing developed for this population must be in a CR-SRO model. Although there is not a stated minimum number of young adult beds, the program budget must support adequate staffing requirements. It is OMH's preference that the maximum number of beds not exceed 25, unless the applicant can effectively justify a larger young adult program.

Providers proposing the development of the CR-SRO model will be required to adhere to [Section 41.34 of the Mental Hygiene Law](#) that outlines the community notification required for residential facilities. Providers proposing the SP-SRO model must follow OMH's community notification policies as outlined in the OMH Housing Development Manual. A copy of Section 41.34 and the OMH Housing Development Manual will be made available to all applicants at the Bidders' Conference and on the OMH website.

The **CR-SRO** is licensed under Part 595 of Title 14 of the Codes, Rules and Regulations of New York State. The full text of Part 595 is available on the Internet at: <http://www.omh.state.ny.us/omhweb/policy/part595.htm>. Agencies will be required to submit a "Prior Approval Review" (PAR) Application as part of the development process, which is available on the Internet at <http://www.omh.state.ny.us/omhweb/PAR/omh165.pdf>. A CR-SRO is considered extended stay housing, however, it is OMH's expectation that individuals will eventually move to more independent housing. Therefore, providers will be required to assist residents to gain skills necessary for the transition to permanent housing.

A **SP-SRO** is considered long term or extended stay housing. Providers must abide by the OMH "Supported Housing Guidelines". Prior to opening the residence, providers will be required to submit a "Supported Housing Application". Both documents will be available to applicants at the Bidder's Conference and on the OMH website.

For all housing developed under this RFP, the initial referrals and tenancy will be managed in conjunction with OMH's New York City Field Office and in collaboration with OMH's various New York City partners.

IV. DESCRIPTION OF YOUNG ADULT HOUSING

Respondents to this RFP who plan to develop young adult housing will be expected to address the multiple needs of young adults who have a serious mental illness. This housing program is expected to meet the challenges experienced by this population by providing access to a continuum of quality services. These services must address the vocational, educational, housing, community-life adjustment, health care and behavioral needs, and language assistance of these individuals, while also incorporating a person-centered approach. This approach will be driven by the young person's interests and strengths while being congruent with cultural, community, and familial values.

A. Supportive Housing Model for Young Adults

All the housing units for young adults will be located in a discrete area within a larger SRO building. The area of the building for young adults will include a suite of single bedrooms with shared common areas: living area, kitchen, and bathrooms. In addition to 24-hour front desk security, the provider must also maintain access to 24-hour crisis intervention. Security, maintenance, crisis intervention services, and specialized services staff (e.g. psychiatrist, nurse, vocational counselor, etc.) may be provided in conjunction with the adult beds. Other program staff for the young adults is to be separate and distinct from the staff for the adult program.

This housing model is transitional, with the ultimate goal of achieving greater independence through the enhancement of the young adult's competencies. The length of the transition period will vary according to individual strengths and needs. However, the anticipated average length of stay is two years. It is expected that all young adults will be successfully transitioned to a more independent level of housing by the age of 25.

B. Program Services

The program's design should incorporate a goal of not only providing a safe and suitable living environment, but also providing services and linkages to resources that empower young adults to reintegrate into their communities as independent and self-sufficient adults. The operators of housing for young adults will be expected to show how they will assist the youth in developing the skills necessary to:

- Perform Life Skills (e.g. cooking, housekeeping, grocery shopping, personal hygiene, time management, etc.);
- Access necessary services to complete or further their education;
- Obtain vocational training and/or gainful employment;
- Access mental health services;
- Obtain substance abuse services, as applicable;
- Acquire appropriate medical care, including preventative health services;
- Manage finances, budgeting and entitlements;
- Self-administer medications;
- Access community resources;
- Establish leisure-time activities;
- Build positive social networks;
- Manage stress and utilize supports;
- Access language assistance services;
- Address challenges presented by sexual development (e.g. identity and orientation questions, contraception, STD prevention, and relationship issues);
- Maintain relationships with family, friends, and significant others; and
- Find and maintain permanent living arrangements.

Engaging youth to participate in services that will benefit them is a challenging yet essential endeavor. This population often listens to the advice of peers before that of others; therefore peer-to-peer interactions have been proven to be highly successful at helping motivate young adults to achieve self-determination and self-sufficiency and should be a component of this housing program.

Agencies should incorporate a general philosophy of positive young adult development into their program and should demonstrate within their proposal how this will be accomplished. Some examples of positive young adult development would be peer-to-peer mentoring, creating a Young Adult Advisory Board for the agency/program, soliciting young adult input into the design of the program, or developing a Young Adult Forum that holds meetings on a variety of topics to support recovery. Positive young adult development would also include linkage to cultural, educational, religious, athletic, social, or other organizations and activities outside the mental health system.

V. FUNDING

A. Capital Funding

OMH Capital funding is available for property acquisition, construction and/or rehabilitation, subject to the approval of the NYS Division of the Budget. Short term financing for building/land acquisition may be available through the Corporation for Supportive Housing's (CSH) Catalyst Loan Fund Program. For further information, contact Ms. Diane Louard-Michel, Director of NY Program, CSH, at 212- 986-2966, Ext. 247. 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.

B. Low Income Housing Tax Credits

In conjunction with OMH's capital financing program, an agency must apply to the New York State Division of Housing and Community Renewal (DHCR) 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% Low Income Housing Tax Credit Guidelines](#)" (available at the Bidders' Conference and on the OMH website). For more information on 4% tax credits, contact Ms. Diane Louard-Michel, Director of NY Program, CSH, at 212-986-2966, Ext. 247, or Mike Newman, Director, Housing Services Unit, Office of Mental Health, Albany, New York at 518-474-5191 (corgmrn@omh.state.ny.us).

C. Mixed-Use Housing

OMH has a history of supporting the development of mixed-use housing in which units for the SPMI population described above are located in the same building as non-SPMI individuals. While OMH cannot pay for capital and ongoing operating costs associated with non-SPMI units, interested developers can consider other funding sources for these units, including but not limited to the U.S. Department of Housing and Urban Development (HUD), the New York City Department of Housing Preservation and Development (HPD), the New York State Division of Housing and Community Renewal (DHCR), the New York State Office of 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.

D. Operating Funding

The CR-SRO programs will be funded annually at a gross program level of \$19,334 per bed. Of this amount, approximately \$13,374 per bed can be budgeted towards on-site services and support, and approximately \$5,960 per bed can be budgeted towards property expenses (non debt service).

CR-SRO programs are funded through a combination of client SSI Level II income at \$5,661 per bed/per year (assumes an 85% collection rate) and OMH net deficit funding at \$13,673 per bed/per year. Programs developed with OMH capital funding are also eligible for additional funding to pay debt service costs related to the project.

Please note that OMH has increased funding for NYNYIII CR-SRO units by \$1,564 per unit.

For the housing developed for a young adult target population, as described above, an additional \$21,400 per person is available for added on-site and off-site services, subject to OMH approval. **It is OMH's expectation that the housing units for young adults will be located in a discrete area within a larger SRO building developed pursuant to this RFP.** Proposals for young adult only residences will not be accepted.

Also, since the young adult units will be transitional, applicants must develop the CR-SRO model for this population.

The SP-SRO programs will be funded annually at a gross program level of \$16,999 per bed. Of this amount, approximately \$11,039 per bed can be budgeted towards on-site services and supports and \$5,960 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 \$2,111 per person (assumes a 90% collection rate) and OMH net deficit funding at \$14,888 per bed. Programs developed with OMH capital funding are eligible for additional funding to pay debt service costs related to the site.

Please note that OMH has increased funding for NYNYIII SP-SRO units by \$1,929 per unit.

VI. REPORTING REQUIREMENTS

Agencies which receive an allocation of housing resources under this RFP must agree to comply with the referral process for NYNYIII. 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.state.ny.us/omhweb/spguidelines>. All OMH residential providers are required to maintain accurate reporting of all admissions and discharges through

OMH's Child and Adult Integrated Reporting System (CAIRS). All agencies will be subject to OMH

certification and/or monitoring visits and must operate according to all applicable OMH regulations and guidelines. Pursuant to the NNYNYIII Agreement, New York State and New York City will implement evaluation protocols to ensure the quality and effectiveness of the services developed. Providers must agree to participate in this evaluation and provide additional data, as needed.

VII. SUBMISSION OF PROPOSALS

A. LETTERS OF INTENT

Agencies must submit a non-binding Letter of Intent to Ms. Christine Madan at OMH's New York City Field Office postmarked by **January 22, 2007**. The letter must state the agency's interest in submitting a proposal for SRO development, identify the borough(s) that are being targeted and state the number of beds 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 **January 22, 2007** are eligible to submit a proposal.

B. BIDDERS' CONFERENCE

Those agencies that submit a letter of intent are required to attend a Bidders' Conference on **February 2, 2007**, if they intend to respond to this RFP. Specific information about the Bidders' Conference will be e-mailed to eligible providers prior to the Bidders' Conference. During this meeting, Field Office staff will provide an overview of the RFP. Staff will also be available to answer questions related directly to this RFP.

Staff from the Corporation for Supportive Housing (CSH) will provide information about its Catalyst Loan Program and the 4% Low Income Housing Tax Credit Program. Agencies will receive a copy of the [OMH Housing Development Manual](#). Other materials referenced in this RFP will also be distributed at the Bidders' Conference and will be available on the OMH website. Only agencies that have attended the Bidder's Conference will be eligible to submit a proposal.

C. APPLICATION DEADLINE

The OMH Field Office will accept complete proposals until 5:00 P.M on **March 2, 2007**. Please note that an agency is not required to have a site in order to submit a proposal. If an agency owns a site, a description of it should be included on the Transmittal Form (see Section XIII) and attached to the proposal.

D. REVIEW OF PROPOSALS

OMH will review and evaluate all complete proposals. Proposals that meet OMH's selection criteria (outlined below) will receive a written set-aside of beds. Successful applicants can then begin to search for a viable site. The written set-aside will be issued on or about **May 1, 2007**.

Once an agency has been awarded a set-aside of beds through this RFP process, it must begin to actively search for a viable site. 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. 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.

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

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.

OMH will approve sites for development until all beds are awarded. These sites will be awarded on a first come basis, taking into consideration distribution by borough, until all available beds under this RFP are in development.

VIII. 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.

IX. SELECTION CRITERIA

The NYS Office of Mental Health will review and rate each proposal for a set-aside of beds. For agencies applying for both adult and young adult beds, each component will be reviewed separately. Should the adult component (A-F) be approved, but the young adult component (G) not be approved, the agency will be awarded adult beds only. However, should the young adult component be approved, but not the adult component, no beds will be awarded, as the young adult program cannot stand alone.

The following criteria will be used:

- A. Population (10 points)**
- B. Supportive Housing Implementation (30 points)**
- C. Agency Performance (40 points)**
- D. Operating Budget (20 points)**
- E. Site (5 bonus points)**
- F. Additional Sources of Funding (5 bonus points)**
- G. Young Adult Housing (100 points)**

X. PROPOSAL COMPONENTS

Agencies proposing more than one project site, must submit a separate proposal for each. For proposals that request housing that does not include young adults, applicants must complete Sections A-F. For proposals that request housing for single adults and young adults, applicants must complete Sections A-G. Proposals must be brief (no more than 20 pages for adult housing and no more than 25 pages for adult and young adult housing) and each must contain the following elements in the following order:

TRANSMITTAL FORM

Provide agency and contact information. Additionally, check the target group(s) that will be accepted for housing, indicate the borough where the housing will be located, and the number of beds proposed for development. If the agency already owns a site, provide identifying site information. The Transmittal Form is included in Section XIII.

A. POPULATION (10 POINTS)

1. State the target population groups listed in the RFP you will accept for placement. List the proposed referral sources for the target population group(s). Indicate if the individuals you will target are from the borough where the housing will be located. If not, provide a full description of your plan for developing and filling beds.
2. Describe in narrative form the characteristics of the population to be served.
3. Describe in narrative form the service needs of the population to be served.

B. SUPPORTIVE HOUSING IMPLEMENTATION (30 points)

In-reach and Admissions

1. State admission criteria and procedures, including time frames. Include exclusionary criteria, if any. However, no exclusionary admission criteria related to past or current substance use may be imposed. Current treatment modalities and research indicate that length of sobriety is a poor indicator of an individual's suitability for, or success in, residential programs. Provide assurances that the agency will adhere to the NYNY III referral process.
2. Describe strategies for in-reach to shelters, inpatient, State-operated transitional residences, and children's service providers (Residential Treatment Facilities, State-operated psychiatric facilities, foster care agencies), and engagement of street outreach services.

Housing Services and Supports

3. Include a summary of the services that will be available on-site as well as those that will be provided by other agencies through service agreements and other linkages. Supports for individuals coping with substance abuse disorders should be included.
4. Describe the strategies the agency will employ to demonstrate respect for the experiences, beliefs, and values of the diverse cultural and linguistic groups. Include anticipated program adaptations based upon the populations the agency intends to serve.
5. Describe the strategies that will be used to engage and motivate individuals toward recovery from mental illness and substance abuse. Discuss methods for ensuring integrated treatment for residents with co-occurring substance abuse disorders. Describe how residents will be assisted in developing relapse prevention plans (mental illness and/or substance abuse) as well as how the program will respond when a resident is relapsing.
6. Explain how residents will be assisted to gain and utilize the skills and supports necessary for independent living. If proposing a CR-SRO, describe the assessment and individualized recovery process. If proposing an SP-SRO, describe the assessment and support planning process.
7. Explain how peer-to-peer services and supports will be incorporated in the housing model.
8. Describe the strategies that will be used to build a sense of community within the residence.

Staffing

9. Describe the proposed staffing plan by shifts and by day, if it differs; include roles and responsibilities.
10. Explain how staff will be trained and supervised to integrate rehabilitation and recovery principles in the operation of the residence. Describe the support and professional development activities that will be made available to direct care staff.

Transitioning to More Independent Living

11. For agencies proposing a CR-SRO, describe discharge planning and policies. Also, describe the agency's track record with transitioning consumers to more independent housing opportunities. For agencies proposing an SP-SRO, describe tenant discharge policies. Include strategies that will be used to assist residents to retain housing by observing the terms of their lease/residency agreement.
12. For CR-SRO proposals, explain how the agency will create a culture of transition to ensure that residents are engaged in a process of moving towards more independent housing from the time of admission. For an SP-SRO proposal, describe the resources and supports that will be used to help individuals who desire more independent housing.

Development of the Site

13. Describe the agency's strategies for locating a site and building support of the project within the broader community.
14. Describe the community notification process that the agency will follow pursuant to the OMH Housing Development Manual.

C. AGENCY PERFORMANCE (40 points)

1. Describe the agency's experience in providing recovery-oriented housing and/or mental health

6. One of the key components in serving young adults is the provision of “unconditional commitment” (i.e. a flexible, multi-pronged, person-centered response to risk-taking, experimental, authority-resistant behaviors and attitudes that are a normal part of the maturing process.) Describe how the agency will respond to these behaviors and attitudes while maintaining safety and structure. (10 points)
7. Explain how the agency will create a culture of transition to support movement towards more independent housing opportunities and desired life roles, as well as, a description of your discharge planning process. (8 points)
8. Provide a budget for the enhanced funding of \$21,400/bed to serve young adults. If you intend to use funding for staffing enhancements, describe the roles, responsibilities, training, specialized skills/qualifications, etc. of these staff. (20 points)
9. Describe which staffing and programmatic features of the young adult program will be distinct from the adult program and which, if any, will be shared. (10 points)

XI. TIME LINE

Please note the following timetable for this RFP:

Letters of Intent:	Postmarked by January 22, 2007
Mandatory Bidders' Conference:	February 2, 2007
Proposals:	Due by 5:00 PM on March 2, 2007
Set Aside of Beds Announced:	On or about May 1, 2007

XII. DIRECTIONS FOR PROPOSAL SUBMISSION

Submit one (1) copy of the letter of intent postmarked by January 22, 2007 to:

Ms. Christine Madan
 Director of Housing and Adult Services
 New York State Office of Mental Health
 New York City Field Office
 330 Fifth Avenue, 9th Floor
 New York, NY 10001

Submit one (1) original and three (3) copies of the full proposal before 5:00 p.m. on March 2, 2007; each copy must have a Transmittal Form. These four copies must be sent to:

Ms. Christine Madan
 Director of Housing and Adult Services
 New York State Office of Mental Health
 New York City Field Office
 330 Fifth Avenue, 9th Floor
 New York, NY 10001

AND

Send two (2) copies of the full proposal, each with a Transmittal Form to:

Mr. Michael R. Newman
 Director, Housing Services Unit, 7th Floor
 New York State Office of Mental health
 44 Holland Avenue
 Albany, NY 12229

QUESTIONS REGARDING THIS RFP

Prior to the Bidders' Conference, questions concerning this RFP may be addressed in writing to Ms. Madan at corgmrn@omh.state.ny.us . All questions will be addressed at the Bidders' Conference.

XIII. TRANSMITTAL FORM

(Please attach to all copies of the proposal)

Agency Name: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Agency Information:

Federal Tax Exempt Identification Number: _____

New York State Charities Registration Number: _____

Contact Person:

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

Target Groups:

(Check the group(s) you will accept for housing as defined in the RFP):

- Chronically Homeless Single Adults
- Single Adults Living in State-Operated Psychiatric Centers or State-Operated Transitional Residences
- Young Adults

Proposed Borough:

(Check the borough targeted for development)

- Bronx Staten Island
- Manhattan Brooklyn
- Queens

Total Number of Beds Requested: _____

(The exact number will be subject to evaluation of the site)

Adult Beds:

Community: _____ State Facilities: _____

Young Adult Beds: _____

Proposed Site Information (optional, to be completed by agencies who own a proposed site)

Street: _____

City: _____ State: _____ Zip Code: _____

Zoning: _____ Purchase Price: _____

Block #: _____ Lot #: _____

Community Board#: _____ Number of Beds Proposed: _____

Description of Proposed Site (if any) : _____
