

## RFP: Scattered-Site Supportive Housing

### OVERVIEW

On April 13<sup>th</sup>, the New York City Department of Social Services released a Request for Proposals (RFP) for the provision of scattered-site supportive housing. Supportive housing combines affordable housing with appropriate social services to help special populations achieve housing stability, including individuals with serious mental illness (SMI) or substance use disorder (SUD) that are homeless or at risk of becoming homeless. Applicants will be expected to find and lease apartments for the target population(s) shortly after receiving an award, and will provide supportive services including but not limited to:

- Motivational interviewing;
- Person-centered planning;
- Recovery-oriented and trauma-informed case management;
- Health and wellness services/education;
- Conflict resolution, crisis intervention, and crisis de-escalation; and
- Harm reduction services.

The RFP is available in the PASSPort system [here](#) and can be accessed by searching “Provision of Scattered-Site Supportive Housing.” Applications will be accepted on an ongoing basis until the needs of the program have been met.

### FUNDING

The anticipated number of contracts will depend on proposed number of units, City need, and available funding. The anticipated number of units and annual service award amounts per population is outlined in the table below.

Population	Number of Units	Annual Service Award
<b>Single Adults</b>	5,023	\$10,000
<b>Adult Families</b>	663	\$10,000
<b>Adult Families with Children</b>	892	\$19,200

Anticipated operating costs (inclusive of utilities) may not exceed the City’s designated annual operating rates, less \$215 per head of household rent contribution at an expected collection rate of 75 percent annually. The anticipated annual operating rates for units (as of 10/20/2021) are as follows:

- Studio - \$1,900
- One Bedroom - \$1,945
- Two Bedroom - \$2,217
- Three Bedroom - \$2,805

Rental funding may be increased up to two percent each year from the initial operating rate. The anticipated payment structure is a line-item budget which may be converted to a unit rate. Awardees will be expected to achieve full occupancy within three months or less of first tenant move-in for programs of 20 units or less and within six months or less of first tenant move-in for programs larger than 30 units. Awardees will be required to maintain an annual occupancy rate of 90 percent for programs with 20 or less units and an annual occupancy rate of 95 percent for programs with more than 20 units.

Contracts will last for five years starting on July 1<sup>st</sup>, with the option to renew for four additional years.

## ELIGIBLE APPLICANTS

Applicants must be not-for-profit 501(c)(3) organizations with at least five years of successful, relevant experience:

- Delivering supportive services within a congregate or scattered-site housing program and using evidence-based and/or evidence-informed practices;
- Providing intake and assessment services;
- Locating and renting apartments;
- Hiring, training, and managing staff for supportive housing programs;
- Collecting data, following evidence-based and/or evidence-informed practice requirements, developing quality assurance plans, implementing evaluation protocols to ensure the quality and effectiveness of services, and reporting on outcomes; and
- Managing contract budgets for the proposed population(s).

## TARGET POPULATION

The target populations for housing awarded through this RFP are:

- Chronically homeless single adults or adult families with a head of household with SMI, SUD, or co-occurring SMI and SUD; and
- Chronically homeless families with children with a head of household with SMI, SUD, or co-occurring SMI and SUD.

Applicants may submit one proposal to serve multiple population options.

## APPLICATION

Proposals will be evaluated based on the following criteria:

- Intake and Assessment (5 points)
- Supportive Services (35 points)
- Program Operations (35 points)
- Organizational Capacity and Staffing Plan (15 points)
- Program Evaluation and Reporting (5 points)
- Budget Management (5 points)

Awards will be determined based on the above criteria and a consideration of which proposals are deemed to be the most advantageous to NYC.

## Timeline

Proposals will be reviewed on an ongoing basis in the order received. Questions may be submitted to Bukola Olode at [olodeb@hra.nyc.gov](mailto:olodeb@hra.nyc.gov)