



**Housing Navigator Program
2021 – 2022 Request for Proposals
Questions and Answers**

1. **Question:** Is my organization listed as a violence providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS) or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV)?

Answer: Organizations may refer to the OCFS and NYSCADV websites to see if your organization is listed and therefore eligible to apply:

- OCFS Directory of Licensed and/or Approved Programs: <https://ocfs.ny.gov/main/dv/dvList.asp>
- NYSCADV Directory of Programs: <https://www.nyscadv.org/find-help/program-directory.html>

2. **Question:** Regarding budgeting – Is the federal indirect cost rate allowable under this RFP?

Answer: Yes, your indirect costs at your federally negotiated rate are allowable.

3. **Question:** Section 1. C- Services to LEP Persons- Is there an established list of 9 reasonable steps to ensure that LEP persons have meaningful access to programs that applicants are required to apply to their projects or are applicants to define their own 9 steps for their specific program. If specific established steps required, can you supply the literature/resources/framework for us to reference?

Answer: There is no established list of 9 reasonable steps to ensure that LEP persons have meaningful access to programs. Applicants may define their own steps for their specific programs.

4. **Question:** Section 1. C - Housing Navigators - Is it the expectation that the Housing Navigator will actively apply for federal funding on behalf of the region or is the expectation for the Housing Navigator to act as a funding resource for the region and share information about any funding opportunities?

Answer: The expectation is for the Housing Navigator to act as a funding resource for the region and share information about any funding opportunities with relevant programs and stakeholders in the ESD Region.



5. **Question:** Section C - Housing Navigators - Does the housing navigator provide services to all counties under an ESD or can it be 5 of 6?

Answer: The Housing Navigator must be prepared to provide services to all counties under an ESD Region.

6. **Question:** Section C- Housing Navigators - Can we use three (3) PTE Housing Navigators to cover the ESD area or does it have to be one (1) FTE Navigator?

Answer: The primary purpose of the Housing Navigator Program is to provide funding for a Housing Navigator position in each ESD region and support direct services that respond to the immediate housing needs of victims. Funding may cover all or part of a staff position. The applicant can decide how best to use that funding as long as activities are in compliance with allowable costs as outlined in the RFP.

7. **Question:** Can you elaborate on or provide a definition for “community coordination activities” in program question #4.

Answer: Community coordination activities can include, but are not limited to: working with domestic violence advocates and other organizations such as CoCs or other local entities that provide housing coordination services within the ESD region to help them better understand and assist with their clients’ needs around housing; acting as a resource for domestic violence service providers in the ESD region to help identify housing options for victims/survivors; liaising with stakeholder organizations to enhance understanding and awareness of housing options for victims/survivors in the ESD region; providing technical assistance information to professional organizations outside of the immediate field of domestic violence service provision to enhance interconnectedness between community members and resources to victims in any capacity; any and all activities that help enhance resource sharing, communication, and engagement between domestic violence service providers and other stakeholder organizations.

8. **Question:** Should the program design reflect post-COVID-19 restrictions on in-person services?

Answer: Applicants can determine project design as they see fit with the understanding that activities funded by this contract must be compliant with allowable costs and services as outlined in the RFP and as determined during workplan development/contract negotiation. Program design should also be reflective of the current state of affairs so as to acknowledge the additional hardship posed by the pandemic on victims of domestic violence as they seek safe and affordable housing. The program should be able to maintain services and continuity of operations during emergency situations including, but not



limited to: public health emergencies, natural disasters, etc. Programs should be able to transition from in-person services to virtual or mobile services if necessary. All restrictions as outlined by New York State during an emergency situation must be followed.

9. **Question:** Do applicants need to be pre-approved by NYS Office of Children and Family Services to apply?

Answer: Applications are being accepted from NYS domestic violence providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS) **OR** other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) provider directory. Organizations may refer to the OCFS and NYSCADV websites to see if your organization is listed and therefore eligible to apply:

- OCFS Directory of Licensed and/or Approved Programs: <https://ocfs.ny.gov/main/dv/dvList.asp>
- NYSCADV Directory of Programs: <https://www.nyscadv.org/find-help/program-directory.html>

10. **Question:** Does a NY State Independent Living Center qualify as “other organizations” as described on page 2 of the RFP if their agency has applicable experience?

Answer: Applications are being accepted from NYS domestic violence providers/programs that are licensed and/or approved by the NYS Office of Children and Family Services (OCFS) or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) provider directory. Organizations may refer to the OCFS and NYSCADV websites to see if your organization is listed and therefore eligible to apply:

- OCFS Directory of Licensed and/or Approved Programs: <https://ocfs.ny.gov/main/dv/dvList.asp>
- NYSCADV Directory of Programs: <https://www.nyscadv.org/find-help/program-directory.html>

11. **Question:** Is it expected for an applicant to serve the entire ESD region or can they proposed to serve specific counties in the region?

Answer: Applicants are expected to serve all counties in an ESD region.



12. **Question:** Is there an expected number of FTE's an applicant will employ to support the ESD region?

Answer: The primary purpose of the Housing Navigator Program is to provide funding for a Housing Navigator position in each ESD region and support direct services that respond to the immediate housing needs of victims. Funding may cover all or part of a staff position. The applicant can decide how best to use that funding as long as activities are in compliance with allowable costs as outlined in the RFP.

13. **Question:** Is it expected the funding will continue after the end of the 15-month contract period?

Answer: The contract period for this program is for a 15-month period (July 1, 2021 – September 30, 2022).

14. **Question:** Is there an MWBE Budget requirement?

Answer: Contracts awarded through this RFP must utilize certified Minority and Women Owned Business Enterprises (MWBE) and Service-Disabled Veterans-Owned Businesses (SDVOB) vendors for a predetermined amount (30% for MWBE, 6% for SDVOB) of discretionary spending/expenses based upon spending from the General Fund (OPDV Aid to Localities, non-federal funds) portion of contractual funds (roughly \$12,500/per award, annually). Information on the MWBE initiative can be found at <https://ny.newnycontracts.com/>.

15. **Question:** On page 11 of the RFP, it notes that “[a]pplicants must be domestic violence service providers that are licensed and/or approved by NYS Office of Children and Family Services or other organizations as designated by the New York State Coalition Against Domestic Violence (NYSCADV) provider directory.”

We wanted to confirm several things:

- a. We wanted to make extra sure that OPDV will allow proposals from agencies that are not OCFS licensed/approved. Is that correct? In other words, are applicants that are only on the NYCSADV directory also eligible to apply?

Answer: Eligible applicants must be a domestic violence providers/program who are either licensed and/or approved by OCFS **OR** an organization as designated by the NYSCADV provider directory. Eligible applicants must be listed either on the OCFS list of licensed and/or approved programs or the NYSCADV program directory. They do not have to be listed on both to be eligible.



- b. Would organizations be eligible to apply as lead applicants if they partner with an OCFS-licensed/-approved agency on implementing their Housing Navigator program?

Answer: No. The applicant must be a domestic violence provider/program who are either licensed and/or approved by OCFS or an organization as designated by the NYSCADV provider directory in order for the application to be eligible. Eligible applicants are required to submit letters of intent from a Continuum of Care or other local entities that provide housing coordination services within the ESD region to demonstrate expected partnership and coordination.

- c. What should applicants include with their proposals to demonstrate eligibility?

Answer: Eligibility will be assessed based on the criteria outlined in “Section G, Tier I Evaluation – Pass/Fail” outlined in the RFP. Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration.

For context, our agency is not currently licensed/approved by OCFS; however, we do provide DV services through other means (such as OVW and OVS VOCA funding). We wanted to confirm that we might be eligible to apply.

16. **Question:** Would OPDV be able to furnish details on how organizations can receive/confirm designation by NYSADV as well?

Answer: For further information about receiving/confirming designation, please contact the New York State Coalition Against Domestic Violence directly via:

Mail: 119 Washington Avenue, Albany, NY 12210

Telephone: 518-482-5465 (Albany) / 585-413-0887 (Rochester)

Fax: 518-482-3807

Online: <https://www.nyscadv.org/who-we-are/contact.html>

17. **Question:** Are applicants expected or required to serve all counties in an ESD region through their Housing Navigator proposal? Or can applicants propose to focus on a specific county or set of counties within the ESD region?

Answer: Applicants are expected to serve all counties in an ESD region.



18. **Question:** If applicants are expected to serve all counties in an ESD region, are letters of intent from all Continuums of Care (CoC) that serve the ESD region be required to be submitted with the proposal? Or would one CoC letter of intent suffice for the purposes of the proposal? (For context, our ESD region is actually served by four separate CoCs; these CoCs cover counties in neighboring ESD regions as well as counties in our “home” ESD region.)

Answer: Applicants are required to submit at least one letter of intent from a Continuum of Care or other local entity that provides housing coordination services demonstrating partnership with the applicant. Applicants may submit more than one letter of intent from more than one organization if they so choose.

19. **Question:** Are applicants allowed to propose applications that involve collaborations between several DV service providers? If so, what should be submitted with the proposal to document partnership? Would preliminary letters of agreement/letters of intent suffice to document such partnerships?

Answer: OPDV has no opposition to this concept. As suggested, letters of intent should be submitted, and a lead applicant/organization should be designated. The lead applicant must be an eligible applicant as outlined in the RFP. Upon award, formal Memorandums of Understanding will be required in order to properly subcontract funds.

20. **Question:** Are there any eligibility requirements for clients/individuals to be served through this RFP?

Answer: Clients/individuals must be a victim/survivor of gender-based violence in need of housing assistance to be eligible for services under this RFP.

21. **Question:** Do applicants need to submit MWBE and/or SDVOB Utilization Plans with their proposals? Or would such plans be developed by successful applicants after notification of award?

Answer: Applicants do not need to submit MWBE and/or SDVOB Utilization Plans with their proposals. Such plans can be developed by successful applicants after notification of award during contract negotiation.

22. **Question:** If multiple agencies join together, will you allow a shared proposal (one fiscal agent) seeking funds for 2 positions for the region?

Answer: We will allow a shared proposal (see Q19 for parameters for shared proposals) but the lead applicant must be an eligible applicant as outlined in the RFP. However, the funding cap for each award is \$125,000. Shared proposals will not receive additional funding over this cap. Moreover, two awards per region are eligible to be awarded and accordingly, standalone and/or more than one single applicant per region are encouraged to apply.



23. **Question:** Is there flexibility in the time this navigator devotes to direct service compared to program development? We are seeking to build regional infrastructure which is broader than direct service but certainly informed by it.

Answer: Applicants can determine project design as they see fit with the understanding that activities funded by this contract must be compliant with allowable costs and services as outlined in the RFP and as determined during workplan development/contract negotiation. There is no specific percentage of time that must be dedicated to direct services versus program development.

24. **Question:** Does the HN need to serve the entire ESD region in which they are located? Our service area forms only part of our ESG region.

Answer: The Housing Navigator is required to serve the entire ESD Region.

25. **Question:** Will this be a one-time grant, or will it be renewable?

Answer: The contract period for this program is for a 15-month period (July 1, 2021 – September 30, 2022).

26. **Question:** Can the one FTE be divided among two part time FTEs?

Answer: Yes. The primary purpose of the Housing Navigator Program is to provide funding for a Housing Navigator position in each ESD region and support direct services that respond to the immediate housing needs of victims. Funding may cover all or part of a staff position. The applicant can decide how best to use that funding as long as activities are in compliance with allowable costs as outlined in the RFP.

27. **Question:** We are looking to have 2 part time navigators which would be equivalent to 1 FTE. Is that permissible?

Answer: Yes, this is permissible. The primary purpose of the Housing Navigator Program is to provide funding for a Housing Navigator position in each ESD region and support direct services that respond to the immediate housing needs of victims. Funding may cover all or part of a staff position. The applicant can decide how best to use that funding as long as activities are in compliance with allowable costs as outlined in the RFP.