



NYS Office For People With Developmental Disabilities

Putting People First

Request for New Services (RFNS)

October 26, 2012

*Increasing the Number of Less Restrictive Housing
Opportunities for People with
Intellectual and Developmental Disabilities*

*(Rental Subsidies & Community Habilitation, Consolidated Supports &
Services & Supportive IRAs)*

*Division of Person Centered Supports
Office of Home & Community Living*

***Increasing the Number of Less Restrictive Housing Opportunities
for People with Intellectual and Developmental Disabilities
(Rental Subsidies & Community Habilitation, Consolidated Supports and Services &
Supportive IRAs)***

Timeline for RFNS Activities3

Request for New Services4

PURPOSE.....5

TARGET POPULATION5

APPLICATION DEADLINE DATE5

FOR FURTHER INFORMATION.....5

OVERVIEW INFORMATION.....6

FULL TEXT OF ANNOUNCEMENT11

I. FUNDING OPPORTUNITY DESCRIPTION11

II. AWARD INFORMATION13

III. PROGRAM EVALUATION.....16

IV. APPLICATION AND SUBMISSION INFORMATION17

V. APPLICATION REVIEW INFORMATION.....20

NARRATIVE RESPONSE/ PROGRAM DESCRIPTION20

VI. AWARD ADMINISTRATION INFORMATION23

Preliminary Selection/Notification.....23

VII. REPORTING REQUIREMENTS24

Attachment 1.....26

Attachment 2.....28

Attachment 3.....31

Attachment 4.....32

Attachment 5.....35

Attachment 6.....36

Attachment 7.....37

Attachment 8.....40

Attachment 9.....41

Timeline for RFNS Activities

ACTION	PROJECTED DATE
Release of the RFNS	October 26, 2012
Intent to Submit Form Deadline Date (Attachment 8)	November 5, 2012 5:00PM EST
Final Date for Questions and Inquiries	November 13, 2012 5:00PM EST
Official Answers to Questions and Inquiries	November 20, 2012 5:00PM EST
Application Deadline Date	November 27, 2012 12:00PM EST
Notification/Outcome Letters to Agencies	December 21, 2012
Implementation of Services	January 3, 2012

OPWDD reserves the right, upon notice to bidders, to modify any of the cited dates.

NYS OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES
INCREASING THE NUMBER OF LESS RESTRICTIVE HOUSING
OPPORTUNITIES FOR PEOPLE WITH INTELLECTUAL AND
DEVELOPMENTAL DISABILITIES

Request for New Services

State Fiscal Year (SFY): 2012 – 2013

The New York State Office for People With Developmental Disabilities (OPWDD) is pleased to announce this Request For New Services (RFNS) to demonstrate its commitment to increasing the number of less restrictive housing opportunities for people with intellectual and developmental disabilities.

AGENCY: NYS Office For People With Developmental Disabilities (OPWDD)

ACTION: Request for New Services (RFNS) for SFY 2012-2013 as part of the Medicaid Redesign Team (MRT) Supportive Housing Development Program for People with Intellectual and Developmental Disabilities.

SUMMARY: This RFNS publication provides information and instruction for SFY 2012-2013 Rental Subsidies and Community Habilitation, Consolidated Supports and Services, and Supportive IRA opportunities. This RFNS is an outgrowth of the Governor's Medicaid Redesign Team (MRT) Supportive Housing Workgroup. All supports and services described within this RFNS will be funded by the Governor's MRT initiative. In January of 2011, the MRT was charged with recommending changes that would reduce the dramatic growth in Medicaid spending in New York while maintaining or improving health outcomes for Medicaid beneficiaries. The Governor's MRT identified supportive housing for high Medicaid users as one of its initiatives. In March of 2012, the Governor's budget established and funded a new Supportive Housing Development Program that provides service funding, rent subsidies and capital dollars to create supportive housing for high cost Medicaid recipients. Specific to this RFNS, OPWDD is participating in this new Supportive Housing Development Program statewide under the MRT category Rental Subsidies/Services programs. OPWDD will utilize a portion of available funds to assist people to live in apartments with Individual Supports & Services (ISS) Rent Subsidies and Community Habilitation,

Consolidated Supports & Services (CSS) residential settings and, assist some individuals in moving from a Voluntary Operated Individualized Residential Alternative (VOIRA), 24/7 Supervised IRA to a VOIRA less than 24/7 Supportive IRA.

Medicaid Savings will be realized through the movement of individuals who are served in 24/7 Supervised settings into appropriate and less costly service options. The rate of Medicaid spending will be decreased through the process of identifying the appropriate level of supports for new individuals entering the service environment and expanding the available and continuing of these services.

No reimbursement will be available for construction or renovation of new facilities.

PURPOSE: The purpose of this RFNS is to increase the number of less restrictive housing opportunities for people with intellectual and developmental disabilities.

TARGET POPULATION:

- **People with intellectual & developmental disabilities who:**
 - **Are living in a VOIRA 24/7 Supervised Residential setting and have requested placement in a less restrictive residential setting.**
 - **Are living in a VOIRA less than 24/7 Supportive Residential setting and have requested placement in a less restrictive residential setting.**
 - **Have unfunded CSS Plans (as verified by the Developmental Disabilities Regional Offices) and have requested placement in a less restrictive residential setting.**
 - **Have requested an apartment with ISS funding and community habilitation, as an appropriate and less restrictive option**

APPLICATION DEADLINE DATE: The application deadline date is **12:00 P.M. (Noon) Eastern Standard Time (EST) on Tuesday, November 27, 2012.** Applications must be received by Robert.Coyner@opwdd.ny.gov via e-mail with a copy to housing.initiatives@opwdd.ny.gov no later than 12:00 P.M. (Noon) EST on the application deadline date.

FOR FURTHER INFORMATION: Questions and inquiries regarding this RFNS or the development of your proposal should be mailed to housing.initiatives@opwdd.ny.gov. In the cc line of your e-mail, please copy Robert.Coyner@opwdd.ny.gov and the housing coordinator at your respective Regional

Office. Please see list of names, e-mail addresses and other contact information for the housing coordinators in Attachment 1. In the subject line of your e-mail, please indicate: **RFNS/Increasing the Number of Less Restrictive Housing Opportunities**. The sender is responsible for ensuring that questions and inquiries are received by the housing office, Robert Coyner and the housing coordinator. **The deadline date for submission of questions and inquiries is on or before Tuesday, November 13, 2012 on or before 5:00 pm EST**. Questions and inquiries and their respective responses will be posted on OPWDD's website at http://www.opwdd.ny.gov/opwdd_community_connections/housing_initiative on November 20, 2012.

Persons with hearing or speech impairments may access information via TTY by calling 1-866-933-4889.

OVERVIEW INFORMATION

- A. **State Agency Name/Responsible Division and Unit.** New York State Office For People With Developmental Disabilities, Division of Person Centered Supports, Office of Home & Community Living.
- B. **Funding Opportunity Title.** MRT Rental Subsidies/Services.
- C. **Announcement Type.** Initial Announcement.
- D. **Application Deadline Date.** The application deadline date is **12:00 P.M. (Noon) EST on Tuesday, November 27, 2012**. Applications should be received by Robert.Coyner@opwdd.ny.gov with a copy to housing.initiatives@opwdd.ny.gov no later than 12:00 PM (Noon) EST on the application deadline date. Eligible Applicants need to be aware that following receipt, applications will go through a validation process in which the application may be accepted or rejected.
- E. **Additional Overview and Contact Information.**
 - 1. **Purpose of the Program.** Governor Cuomo established the Medicaid Redesign Team (MRT) by Executive Order upon taking office in January 2011, bringing together stakeholders and experts from throughout the state to work cooperatively to reform the system and reduce costs. In Phase 1, the MRT provided a blueprint for lowering Medicaid spending in State Fiscal Year 2011-2012 by \$2.2 billion. This phase was completed in February 2011 when the MRT submitted an initial report to meet the

Governor's Medicaid spending target contained in his 2011-2012 Executive Budget. The initial report included 79 recommendations to redesign and restructure the Medicaid program to be more efficient and get better results for participants. 78 recommendations were approved by the Legislature as part of the enacted budget and are now being implemented. These recommendations met the Governor's Medicaid budget target, introduced significant structural reforms that will bend the Medicaid cost curve, and achieved the savings without any cuts to eligibility.

The MRT continued its innovative work in Phase 2 by establishing 10 work groups to address more complex issues, as well as monitoring the implementation of key recommendations enacted in Phase 1. These work groups provided an additional 175 stakeholders the opportunity to participate in the MRT process. All work group meetings were public and multiple public hearings were held.

The efforts of the MRT will result in a multi-year road map that will lead toward a more efficient program and system that is affordable and will achieve better health outcomes for New Yorkers.

This work is related to MRT recommendations #196.

2. **Available Funds.** The available funding is made by the Governor's Medicaid Redesign Team Supportive Housing Development Program. Notification of approval by the Division of the Budget (DOB) was received by OPWDD from the Department of Health via e-mail, on June 12, 2012 at 12:01 PM.
3. **Type of Funds.** Medicaid Redesign Team Supportive Housing Development Program funds for rental subsidies and associated support services for people transitioning to apartments with ISS rent subsidies and Community Habilitation, CSS residential settings and to assist individuals in moving from VOIRA 24/7 Supervised IRAs to VOIRA less than 24/7 Supportive IRAs. Within the limitations of this RFNS, **funds cannot be used for construction, renovations, or any capital development costs.**
4. **Award Information.** A total of \$1,800,000 full annual funding exists for OPWDD's MRT project.

5. **Matching Funds.** There is no matching requirement for applications under this RFNS program. However, leveraging of non-OPWDD funding sources is encouraged.
6. **Eligible Applicants.** OPWDD's non-profit voluntary agencies that have experience as a provider of supports and services to people with developmental disabilities **especially in, but not limited to**, creating rental subsidies/services programs to support people in one or more of the following areas: apartments with ISS rent subsidies and community habilitation and Consolidated Supports & Services: and, OPWDD's non-profit voluntary agencies that have a minimum of two years of successful experience as a provider of supports and services to people with developmental disabilities **especially in, but not limited to**, living in a VOIRA 24/7 Supervised IRA, or living in a VOIRA less than 24/7 Supportive IRAs.
7. **Minimum Qualifications Process:**

Each applicant must substantiate the following requirements:

- Must have a proven track record in providing supports and services to people with developmental disabilities, and especially in, but not limited to, the areas mentioned previously, with outcomes that can be documented by the respective Regional Office.
Verified by the housing coordinator at each regional office. Yes or No
- The Agency must not currently be on "Early Alert" status and cannot go on "Early Alert" status at the time of consideration of the award.
Verified by reviewing the Early Alert List. Yes or No
- The Agency is currently providing supports and services in one or more of the following areas within one of the 5 Regional Offices for Voluntary Agencies Coordination and Oversight:
 - VOIRA 24/7 Supervised IRAs
 - VOIRA less than 24/7 Supportive IRAs
 - Apartments with ISS rent subsidies and community habilitation
 - Consolidated Supports & Services

*Verified by consulting OPWDD's Tracking and Billing System (TABS) and by matching TABS data with funding data to find inconsistencies and by verifying them with the housing coordinators at each Regional Office. **Yes or No***

- The Agency has demonstrated the ability to develop a minimum of 2 OPWDD projects within the last 24 months.

*Verified by review of the 2 most recent OPWDD projects of any type submitted by agency and in consultation with the housing coordinator at the Regional Offices. **Yes or No***

- Agency has demonstrated record of compliance with fiscal audit standards.

*Verified by review of most recent Limited Fiscal Review and/or most recent certified financial statement with Quality Management staff and OPWDD DQI staff. **Yes or No***

- Agency is fiscally viable and has current Consolidated Fiscal Review (CFR) on file.

*Verified with consultation with OPWDD CFR and OPWDD DQI staff unit that CFR for most recent year is on file and by review of most recent certified financial statement, IRS 990 Form and/or limited fiscal review. **Yes or No***

- The Agency has demonstrated record of compliance with applicable federal and state regulatory requirements.

*Verified by Regional Offices Quality Management staff and OPWDD DQI staff. **Yes or No.***

- Agency has demonstrated good governance. (e.g. evidence of Board Training).

*Verified by review of list of Board Members expertise and last four Board of Director's meeting minutes as well as consultation with Regional Offices Quality Management staff and OPWDD DQI staff. **Yes or No***

- Agency has implemented an effective Quality Improvement System.

*Verified by Regional Offices Quality Management staff and OPWDD DQI staff. **Yes or No.***

A “no” response to any of the above items may declare a proposal as non-responsive to the demands of the RFNS and the proposal may be disqualified from continuance in the award process. See Attachment 5 for more information.

8. Review Process

OPWDD will use a Central Office team approach to conduct reviews:

- Designated staff from Central Office will review each proposal for completeness/responsiveness and will verify that all minimum qualifications are met by each applicant. A complete proposal shall include all required components as described in the **Application and Submission Information Section, under Section B, Content and Form of Application Submission**. If a proposal is not complete or does not meet the basic minimum qualifications, the proposal may be declared as non-responsive to the demands of the RFNS and may be eliminated from further review. The agency will be notified electronically (e-mail) of the rejection of its proposal 10 business days from the application deadline date.
- After Central Office has completed its minimum qualifications review of the applications, those applications meeting the minimum qualifications set forth in this proposal will be evaluated and scored using the *Request For New Services Evaluation and Scoring Document*. Each proposal will be graded by at least five members of the Central Office Review Team from different departments.
- Completed *Request For New Services Evaluation and Scoring Documents* will be returned to the Office of Home and Community Living by the evaluator. The Office of Home and Community Living will make funding recommendations based on the scoring and evaluation of the Central Office Review Team. Notification of Award letters will be mailed to agencies receiving funds on **Friday, December 21, 2012**.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

- A. **Program Description.** Charged in 2011 with recommending changes that would reduce the dramatic growth in Medicaid spending in New York while maintaining or improving health outcomes for Medicaid beneficiaries, the Governor's Medicaid Redesign Team (MRT) identified supportive housing for high Medicaid users as one of its initiatives. In March of 2012, the Governor's budget established and funded a new *Supportive Housing Development Program* that will provide service funding, rent subsidies and capital dollars to create supportive housing for high cost Medicaid recipients. Specific to this RFNS, OPWDD is participating in this new *Supportive Housing Development Program* statewide under the MRT category Rental Subsidies/Services programs.

With this RFNS, voluntary non-profit agencies could develop a rental subsidies/services program to support people to transition to apartments with ISS rent subsidies and Community Habilitation, Consolidated Supports and Services, or use funds to support people moving from VOIRA 24/7 Supervised IRAs to VOIRA less than 24/7 Supportive IRAs. Supports and Services will be provided to each person, based on their needs, by agencies awarded funds under this RFNS. Funds under this grant would not be used to supplant Medicaid billings for Supportive IRAs, or, where applicable, CSS services.

The New York State Office For People With Developmental Disabilities (OPWDD) is accepting proposals for the creation of a rental subsidy/services program to support people in apartments with ISS rent subsidies and Community Habilitation, Consolidated Supports and Services, or use funds to support people in Supportive IRAs. Funds are available to support the creation of *180 regional opportunities* located within OPWDD's five (5) Regional Offices for Voluntary Agency Coordination and Oversight:

1. Western New York & Finger Lakes
2. Central New York, Broome & Sunmount
3. Capital District, Taconic & Hudson Valley
4. Metro, Brooklyn, Staten Island & Bernard Fineson

5. Long Island

This RFNS specifically solicits proposals from agencies that have demonstrated all of the qualities listed in the “Eligible Applicants and Minimum Qualification Process” section of this RFNS.

Service proposals that are developed as joint ventures by more than one agency to provide rental subsidies/services, and CSS and supports and services to people moving from a VOIRA 24/7 Supervised IRAs to a VOIRA less than 24/7 Supportive IRAs for identified individuals will also be eligible to participate in this RFNS. For agencies collaborating on a proposal, it will be necessary to identify the name of the lead agency and the name(s) of each partnering agency. The lead agency and each partnering agency **MUST** complete and submit **ALL** supporting documents related to this RFNS. All agencies collaborating on a proposal **MUST** adhere to the **Eligible Applicants** requirements listed in the **Overview Information Section, under Section E, Additional Overview and Contact Information, #6, Eligible Applicants.**

If a partnership is established, the agencies must develop a formal Memorandum of Understanding (MOU) demonstrating how collaboration will be achieved. A draft of the MOU must accompany the proposal at the time of submission. Failure to include a draft MOU will result in disqualification for non-responsiveness. This draft MOU must include the Eligible Applicant and the partnering agencies and include a detailed description of the target population to be served, methods of outreach and referral, and a commitment to make appropriate services available for the target population. In the MOU, agencies must identify the available services and other appropriate services and describe how such services will be made available to the population. **Identified individuals (i.e., first and last name) participating in this program and their TABS number should be submitted along with the agency’s application proposal.**

“Successful applicants and their service providers will be expected to collect and submit Medicaid patient data to the State Department of Health and other identified state agencies. Since this Medicaid patient specific data is classified as confidential it should be transmitted in a secure format.”

B. Authority. The Governor’s Medicaid Redesign Team (MRT) Supportive Housing Development Program. MRT Recommendations # 196.

C. Terms and Definitions (See Attachment 2)

II. AWARD INFORMATION

A. **OPWDD Award and Substantial Involvement.** OPWDD will notify all applicants as to whether or not they have been conditionally selected for an award. Notification of awards will be sent to all applicants on **Friday, December 21, 2012**. Selected applicants will receive notice of conditional award. An agency’s existing Supportive IRA price will be adjusted to incorporate FTEs levels determined appropriate to support the individual with other costs added to the price at the historical cost level of the providers other Supportive IRAs. If an agency does not currently operate Supportive IRAs, historical costs from comparable Supportive IRA providers will be utilized. For ISS and CSS residential prices will be set per individual person by Rate Setting. OPWDD reserves the right to negotiate special terms and conditions with applicants when making awards. The applicant must accept such terms and conditions for the award to take effect. OPWDD reserves the right to conduct a readiness review of the selected applicant prior to the execution of the prices. The purpose of the review is to verify that the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

B. **Funding Availability.** A total of \$1,800,000 exists for the entire statewide project. (see Attachment 3)

1. **Maximum Awards by Region.** OPWDD will fund *180 regional opportunities* with this RFNS.

5 Regional Offices - Voluntary Agency Coordination and Oversight	Total
Western New York & Finger Lakes	22
Central New York, Broome & Sunmount	55
Capital District, Taconic & Hudson Valley	44
Metro, Brooklyn, Staten Island & Bernard Fineson	17
Long Island	42
Total Regional Funding Opportunities	180

2. **Maximum Awards by DDSO.**

DDSO	# of Opportunities
Brooklyn	3
Broome	6
Capital District	20
Central NY	13
Finger Lakes	3
Hudson Valley	20
Long Island	42
Metro	7
Staten Island	7
Sunmount	36
Taconic	4
Western NY	19
Total	180

a. **Types of Awards** - OPWDD will provide Eligible Applicants with funds for rental subsidies and community habilitation and for services and supports for individuals moving from a VOIRA Supervised 24/7 IRA to a VOIRA less than 24/7 Supportive IRA restrictive residential setting. Funds must be used in accordance with existing guidelines of ISS and community habilitation and for CSS, where applicable.

- **Individual Supports and Services (ISS)** - A program developed to assist adults with developmental disabilities who want to become more independent. ISS funding is available to provide a housing subsidy to individuals seeking choice and self direction who want to live in an uncertified community based setting. This may include home sharing, independent living (apartments) or home ownership that are alternatives to traditional group living.

Community Habilitation is a service that provides individualized Medicaid service delivery in a non-certified location.

- **Consolidated Supports & Services Residential (CSS)** - a residential option used to create individualized services

through person-controlled, portable budgets. CSS provides an additional opportunity for people with developmental disabilities to lead richer lives with a continued focus on four basic person-centered outcomes: living in the home of their choice; an increased ability to work or engage in activities that contribute to personal growth and to community participation; developing and maintaining meaningful relations with friends, family and others in their lives; and maintaining good health.

- **Voluntary Operated Individualized Residential Alternatives (VOIRAs): Supportive** – VOIRAs are certified homes that provide room, board and individualized service options. A Supportive Individualized Residential Alternative is a home in which living is more independent and supervision is based on a person’s needs for supervision; staff typically are not onsite at all times when residents are home.
- b. **Period of Performance:** Agreements in this RFNS between OPWDD and the Eligible Applicant(s) are for State Fiscal Year 2012-2013. New funding opportunities will be based on the availability of funds in the Governor’s MRT Supportive Housing Development Program budget.
- C. **Cost Sharing or Matching.** There is no matching requirement for applications under this RFNS program. However, leveraging of non-OPWDD funding sources is encouraged.
- D. **Eligible Activities.** Funds under this RFNS may only be used for Rental Subsidies and community habilitation, CSS and for supports and services for individuals moving to a less restrictive residential setting – a Supportive IRA.
- E. **Limitation on Populations Served.** RFNS funds will be used only to assist individuals with intellectual and developmental disabilities. Please refer to www.opwdd.ny.gov for a definition of intellectual and developmental disabilities and to Attachment 2 of this RFNS.
- F. **Limitation on Units Assisted.** RFNS funds may only be used for apartments with ISS rent subsidies and Community Habilitation, CSS and

Supportive IRA's and for associated supports and services. Please refer to www.opwdd.ny.gov and to Attachment 2 for more information on these programs.

- G. Establishing Fair Rent Costs:** OPWDD will use the 2012 Monthly Payment Standards as provided by New York State Homes and Community Renewal (HCR) as listed by counties to establish fair rent costs for ISS and CSS projects. This is the agency's current practice. (See Attachment 9)
- H. Memorandum of Understanding.** Agencies collaborating on a proposal must have evidence of a formalized structure, with the roles and responsibilities for each participating agency described in detail.
- I. Barrier Free/Accessibility Requirement for Units, Buildings, and Facilities, Including Public and Common Use Areas.** Units funded under this RFNS must meet accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- J. Compliance with Fair Housing and Civil Rights Laws.** Eligible Applicants of this RFNS must comply with the Fair Housing and Civil Rights requirements of the Fair Housing Act, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and as applicable, Title II or III of the Americans with Disabilities Act.

III. PROGRAM EVALUATION

As a condition of the receipt of financial assistance under this RFNS, all awardees will be required to cooperate with the Medicaid Redesign Team (MRT) and with OPWDD in the evaluation of this MRT Project. The authorizing MRT Supportive Housing Program may require its own evaluation. The MRT will require that OPWDD submit a report on the implementation and effectiveness of the rental subsidies/services and supportive housing projects upon the completion of SFY 2012-2013. In addition to ensuring that OPWDD can respond to this reporting requirement, OPWDD will also collect evidence to demonstrate the extent to which this newly funded program meets the expected outcomes of the MRT program.

In order to determine any Medicaid savings, OPWDD will work with its existing *Revenue Analysis Unit* (RAU) that has a staff trained in the use of Salient. Salient is a Visual Data Mining Software that allows one to easily take large sets of data and quickly get answers including results, patterns, outliers and trends in data. The MRT and the State Department of Health have chosen Salient solution to track progress on savings initiatives and improve Medicaid oversight and management. In order to determine the effectiveness of people moving into apartments with ISS rent subsidies and Community Habilitation, CSS residential options, or Supportive IRAs, OPWDD will utilize its existing data and data submitted by awardees on the quarterly and annual reports to assess the effectiveness of the MRT program.

IV. APPLICATION AND SUBMISSION INFORMATION

- A. Request for Services (RFNS) Applications will be available to download on Friday, **October 26, 2012** on the following websites.

<http://www.opwdd.ny.gov> (i.e. on the HOME Page under Features and under Resources, Information about procurement opportunities)
http://www.health.ny.gov/health_care/medicaid/redesign/

Additionally, applications can be requested by mailing a letter of request to Lucinda Grant-Griffin, PhD, Director of the Office of Home and Community Living at the following address:

NYS OPWDD
Attn: Lucinda Grant-Griffin, PhD
Division of Person Centered Supports
Office of Home & Community Living
44 Holland Avenue, 4th Floor
Albany, NY 12229

Applications can also be requested by sending an e-mail to:
Housing.initiatives@opwdd.ny.gov

B. Content and Form of Application Submission

Electronic Submission. Applications **MUST** be submitted by e-mail, as prescribed in the Overview of Information section of this RFNS.

Page Limitation, Font Size, and Format for Naming Files. Narrative statements cannot exceed the equivalent of 40 single-sided standard 8-1/2" X 11" pages, not including attachments. Attachments cannot exceed the equivalent of 60 single-sided pages in total. Applications must be typed, double-spaced, and in 12 point, Palatino Linotype font.

1. **Intent To Submit Form.** All Eligible Applicants submitting a proposal for funding under this RFNS must complete an Intent To Submit (ITS) Form (Attachment 8 in this packet) and return it via e-mail to Robert.Coyner@opwdd.ny.gov, with a cc: to Housing.Initiatives@opwdd.ny.gov, by **November 5, 2012**.
2. **Application Submission Requirements.**
 - a. Eligible Applicants should read and follow the application submission requirements carefully.
 - b. Applications must be submitted by e-mail to Robert.Coyner@opwdd.ny.gov with a cc: to housing.initiatives@opwdd.ny.gov by the submission deadline date of **Tuesday, November 27, 2012 at 12:00 P.M. (Noon) EST**.
 - c. Applications must be formatted for 8.5" by 11" viewing and printing.
 - d. Attachments must follow the following process:
 - All pages of each document must be numbered sequentially.
 - All documents must be presented as a Word Document, not a "pdf," unless required to preserve the integrity of a document as executed by a third party.
3. **Application Requirements.** The application must contain the following documents in the order listed below:
 - a. **Part 1.** Abstract. Application/Project Summary Cover Page (Attachment 4)
 1. Name of Agency
 2. Street Address
 3. City, State and Zip Code
 4. Contact Name and Title
 5. Contact Telephone Number and e-mail address
 6. The amount of administrative costs
 7. Total dollars of MRT funds requested by the applicant, including the amount of administrative cost.

8. Identify the specific type(s) of residential supports that will be provided with Medicaid Redesign Team (MRT) Supportive Housing Development funds.
 9. Current annual operating rate per unit for a supervised and supportive program.
 10. Annual operating cost for a new MRT program.
 11. Project summary description which summarizes your application in less than 200 words or approximately 7 or 8 sentences.
 12. Description of the service system that will use the funds (e.g., ISS, CSS, Supportive IRA)
 13. Explain how Medicaid Savings will be achieved.
 14. Name and TABS number.
- b. **Part II. Formalized Agreement.** Memorandum Of Understanding (if applicable) as described in Program Description section of this RFNS.
- c. **Part III. Narrative Response to Factors for Award.** The total narrative response must not exceed the equivalent of 40 single-sided standard 8-1/2 x 11" pages total in 12 point font, not including attachments.
- d. **Part IV. Attachments (including Supporting Documents,).** Eligible Applicants must submit the following documents (as one Attachment 5) along with their proposal:
1. Board of Director Meeting Minutes for the 4 most recent meetings
 2. List of Board of Directors with areas of expertise/experience
 3. IRS 990 – most recent
 4. Certified/Audited Financial Statement – most current
 5. Limited Fiscal Review – most recent
 6. Copy of Corporate Compliance Plan
 7. Copy of Incident Review Procedures
 8. Timeline for each of the previous 3 projects that the agency has developed. (Include notes regarding any impediments that impacted the completion of the project)

4. **Outline of Application Content.** An outline of the application content can be found in Attachment 6 which can also be used as a checklist of the submission requirements for a complete application.
5. **Timely Receipt Requirements.** The application deadline date is **12:00 P.M. (Noon) Eastern Standard Time (EST) on Tuesday, November 27, 2012.**
6. **Funding Restrictions.** Restricted to Supports/Services in apartments with ISS rental subsidies and Community Habilitation, CSS residential settings, and VOIRAs less than 24/7 Supportive IRAs.
7. **Intergovernmental Review.** Not applicable to this program.
8. **Other Submission Requirements.** None at this time.

V. APPLICATION REVIEW INFORMATION

- A. **Rating Points.** Points are assigned to each of the five (5) Rating Factors listed below in the “**Narrative Response/Program Description**” Section below. Eligible Applicants should review the questions carefully and respond specifically to each question.
- B. **Rating Criteria.** The maximum number of points to be awarded for this RFNS is 100.

NARRATIVE RESPONSE/ PROGRAM DESCRIPTION

OPWDD seeks well-defined, high quality, compliant and sound programs and will consider the extent to which the Eligible Applicant thoroughly describes their program plan. The Eligible Applicant will earn fewer points for failure to address all of the criteria below. The specific details for the Rental Subsidies/Services program and the Supportive IRA program must include the following:

Rating Factor 1: Relevant Experience and Capacity (up to 30 points)

The applicant must demonstrate its ability, capacity, and readiness to undertake the proposed activities, use its award successfully, and maintain compliance with

its award. The Eligible Applicant must submit a detailed Capability Statement that describes the Eligible Applicant's and Co-applicant's (if applicable) experience; its management team; the types of services you propose to offer; a detailed description of the selection process; (**Each person must be identified by the name, initials, age, and TABS identification number.**); a detailed description of what services you are offering. (**If the program is an expansion to an existing program, then please indicate this in the proposal. For prospective CSS participants, please provide the process that is used to create an individualized and flexible plan, including working with the Circle of Support and Broker to develop the CSS Plan . For All programs, please include such information as staffing ratios, transportation plan (if applicable), the location where the service(s) will be provided and the number of weeks, days, hours per day the program will be in operation. If the program is a new program, please address start-up issues. (i.e. acquiring apartments, staffing, transportation, and etc.)**); a detailed description of the supports that will be needed for movement from a VOIRA 24/7 Supervised IRA to a VOIRA less than 24/7 Supportive IRA residential setting; How will you ensure that individual needs are met/supported and current service levels are minimally maintained during movement between settings?; How has your agency demonstrated a commitment to providing person-first services consistent with OPWDD's guiding principles?

Rating Factor 2: Need/Extent of the Program (up to 5 points)

This funding may assist in transitioning people from institutional care into integrated housing and/or community-based settings in accordance with the Supreme Court's Olmstead v. LC Decision. Describe and document how this funding will address a specific issue or issues or fill a gap in an existing continuum of housing for people with developmental disabilities.

Rating Factor 3: Implementation Plan. (Up to 35 total points).

This factor focuses on the Eligible Applicant's program design and operation, management and oversight, and the timely implementation of the MRT program.

1. The implementation plan must specifically reference the target population(s), methods of outreach and referral, the formal agreement between the Eligible Applicant and any Co-applicants, the roles and the responsibilities of each partnering agency (if applicable). OPWDD seeks well-defined, high quality and sound proposals which thoroughly describe their program plan.

2. Provide the project selection criteria that will be used for this proposal and how it will be implemented.
3. Describe the method that will be used to locate apartments and for moving people with developmental disabilities from 24/7 residential settings to less than 24/7 residential settings and the amount of time it will take to complete each task.
4. Submit the methodology and a detailed schedule for goals and objectives to be completed.

Rating Factor 4: Management and Oversight (up to 15 points)

To implement high quality programs, strong management and oversight are essential. The purpose of this section is to provide detail about management and operations. In order to earn the maximum points, the program should include the following:

1. **Staffing and Organizational Plan.** Identify roles and responsibilities of the lead and partnering agencies participating in this program. This plan must also include appropriate staffing requirements, including a specific description of how many Full Time Equivalents (FTEs) staff from which agencies will be tasked with operationalizing this plan. Include the appropriate letter agreements, MOUs, or other documents that outline the service or activity to be provided and the commitment to provide the service or activity in the attachments.
2. **Program Management.** Description of how ongoing program management and management of services will be handled between agencies and the strategy for feedback and continuous improvement of the Rental Subsidies/Services Program during its operation. Include specifics on infrastructure and tracking systems for all units and services funded under the RFNS.
3. **Financial Management.** A detailed description of the financial management system for the Rental Subsidies/Services Program, and if other agencies will be involved, a description of their roles and responsibilities as it relates to the financial management system to be used. More points will be provided to agencies that already have in place a financial management system for which they can document experience in using and/or demonstrate that a partnering agency has experience. Include operational information on this existing operating subsidy program(s).
4. **Program Infrastructure and Processing Costs.** Describe program infrastructure and processing costs. Provide a budget with appropriate

justification for the use of RFNS funded administrative costs to cover these costs. Also, include the authority and/or sources for paying these costs over and above the percentage requested from the Rental Subsidies/Services funds.

5. **Performance Management.** Describe how performance measures for each program component will be tracked.

Rating Factor 5: Program Budget (up to 15 points)

Provide a detailed description of the anticipated program budget. Please use the attached budget form (Attachment 7) to provide a clear sense of how project costs will be distributed over services provided. In general, projects with the highest portions of funding shown to save Medicaid dollars and move people with developmental disabilities from a Supervised 24/7 residential setting to a less than 24/7 restrictive residential setting may generate a higher score.

VI. AWARD ADMINISTRATION INFORMATION

Preliminary Selection/Notification.

1. OPWDD will notify all Eligible Applicants as to the outcome of the minimum qualification process. When an applicant is preliminarily selected for an award, OPWDD will require the applicant's participation in negotiations to determine the specific terms of an Agreement. The preliminary selection does not become final until the negotiation between an applicant and OPWDD are successfully concluded, the Implementation Plan is approved by OPWDD, and an Agreement (including the budget) and other documents are signed and executed. Costs may be denied or modified if OPWDD determines that they are not allowable, allocable, and/or reasonable. All successful applicants will be notified by **Friday, December 21, 2012.**
2. As a result of the negotiations, OPWDD may request that the applicant submit revisions to the Implementation Plan, and any other section of the proposal, including the budget.
3. In cases where OPWDD cannot successfully conclude negotiations with a selected applicant to provide requested information, an award will not be made to that applicant. In this instance, OPWDD may preliminarily select and proceed to negotiation with another applicant. OPWDD reserves the right to reject an application if information comes to the attention of

OPWDD that adversely affects an applicant's eligibility for an award, adversely affects OPWDD's scoring of an application, or indicates evidence of fraud or mismanagement on the part of an applicant.

VII. REPORTING REQUIREMENTS

Agencies awarded funds under this RFNS must agree to ensure that supports and services will be provided only to people with developmental disabilities. Agencies must conform to all OPWDD program and fiscal reporting requirements, including the Consolidated Fiscal Report. Agencies will be required to maintain accurate reporting of all activities and comply with any requirements OPWDD may subsequently develop to ensure compliance. **All awardees should be aware that the MRT Supportive Housing Development Program may require a separate reporting requirement from OPWDD.**

All applicants receiving funds under the RFNS for Rental Subsidies/Services, Community Habilitation and Supportive IRA's are required to comply with the following reporting requirements:

1. Submit final program reports to OPWDD's Division of Person Centered Supports, Office of Home and Community Living. Reports should be received on or before the following dates:
 - a. March 31, 2013.
2. The final report must contain the following pieces:
 - a. Final Program Narrative highlighting all major activities and accomplishments completed using the RFNS Funds. Additionally, agencies must describe the marketing and outreach strategies that they found most effective, any problems they encountered during the funding period, and significant findings and events that occurred during the funding period.
 - b. A final wrap-up of the Goals and Objectives that the agency assigned itself under the RFNS including; whether these goals were reached, what challenges and barriers the agency encountered during the funding period, and if the agency was able to complete certain goals by a prescribed deadline.
 - c. Detailed descriptions of how funds received were spent during the RFNS funding period.

- d. Names and TABS Identification Numbers for all individuals moved under the RFNS funds during the entire funding period.

Attachment 1

OPWDD Regional Office Housing Coordinators

(Please contact the Housing Coordinator responsible for your county/ies)

Name	Regional Office	Telephone	E-Mail	County/ies Served
Robyn Mooney	Metro, Brooklyn, Staten Island, & Bernard Fineson	(718) 217-6027	Robyn.Mooney@opwdd.ny.gov	Queens
Phyllis Ball	Metro, Brooklyn, Staten Island, & Bernard Fineson	(718) 642-8542	Phyllis.Ball@opwdd.ny.gov	Kings
Kathleen Kingston	Metro, Brooklyn, Staten Island, & Bernard Fineson	(212) 229-3077	Kathleen.Kingston@opwdd.ny.gov	Bronx & Manhattan
Barbara Schubert	Metro, Brooklyn, Staten Island, & Bernard Fineson	(718) 982-1904	Barbara.Schubert@opwdd.ny.gov	Richmond
Margaret Frommer	Central NY, Broome & Sunmount	(607) 770-0566	Margaret.Frommer@opwdd.ny.gov	Broome, Chenango, Delaware, Otsego, Tioga & Tompkins
Debra Bojarski	Central NY, Broome & Sunmount	(315) 336-2300 Ext. 253	Debra.Bojarski@opwdd.ny.gov	Cayuga, Cortland, Herkimer, Lewis, Madison, Onondaga, Oneida & Oswego
Sarah Gallagher	Central NY, Broome & Sunmount	(518) 359-4125	Sarah.Gallagher@opwdd.ny.gov	Clinton, Essex, Franklin, Hamilton, Jefferson & St. Lawrence
Keith Brown Keith McCauley	Capital District, Taconic & Hudson Valley	(518) 370-8037 (518) 370-7429	Keith.Brown@opwdd.ny.gov Keith.McCauley@opwdd.ny.gov	Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren & Washington

Jeanine Sisco	Capital District, Taconic & Hudson Valley	(845) 473-5050 Ext. 106	Jeanine.Sisco@opwdd.ny.gov	Columbia, Dutchess, Greene, Putnam & Ulster
Vivian Street Mary Newhard	Capital District, Taconic & Hudson Valley	(845) 947-6333 (845) 947-6232	Vivian.Street@opwdd.ny.gov Mary.Newhard@opwdd.ny.gov	Orange, Rockland, Sullivan & Westchester
Colleen Delaney	Western NY & Finger Lakes	(585) 241-5709	Colleen.Delaney@opwdd.ny.gov	Chemung, Livingston, Monroe, Ontario, Seneca, Schuyler, Steuben, Wayne, Wyoming & Yates
Bonnie Evert	Western NY & Finger Lakes	(716) 517-3456	Bonnie.Evert@opwdd.ny.gov	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara & Orleans
William Phillips Wilfrid Chou	Long Island	(631) 434-6044 (631) 434-6036	William.Phillips@opwdd.ny.gov Wilfrid.Chou@opwdd.ny.gov	Nassau & Suffolk

Attachment 2

Terms and Definitions

1. **Central Office.** The main office of OPWDD located at 44 Holland Ave, Albany, NY 12229. Central Office is home to the Commissioner of OPWDD, members of the Executive Office, members of the Leadership Team and is responsible to delegating responsibilities statewide to each Regional Office.

2. **Consolidated Supports & Services (CSS).** CSS is an option used to create individualized services through person-controlled, portable budgets. CSS provides an additional opportunity for people with developmental disabilities to lead richer lives with a continued focus on four basic person-centered outcomes: living in the home of their choice, an increased ability to work or engage in activities that contribute to personal growth and to community participation; developing and maintaining meaningful relations with friends, family and others in their lives; and maintaining good health.

3. **Developmental Disability.** Section 1.03(22) of the New York State Mental Hygiene Law is the legal base for eligibility determination and defines Developmental Disability as:
A disability of a person that:
 - a) Is attributable to mental retardation, cerebral palsy, epilepsy, neurological impairment or autism;
 - b) Is attributable to any other condition of a person found to be closely related to mental retardation because such condition results in similar impairment of general intellectual functioning or adaptive behavior to that of mentally retarded persons or requires treatment and services similar to those required for such persons; or
 - c) Is attributable to dyslexia resulting from a disability described in (a) or (b);
 - d) Originates before such person attains age twenty-two;
 - e) Has continued or can be expected to continue indefinitely; and
 - f) Constitutes a substantial handicap to such person's ability to function normally in society.

4. **Division of Person Centered Supports.** The Division of OPWDD currently tasked with overseeing the following offices: Waiver Management, Home and Community Living, Employment and Meaningful Activities, and Health and

Safety in Community Settings. The Acting Deputy Commissioner of the Division of Person Centered Supports is Gerald Huber.

5. **Individual Supports and Services (ISS).** is a program developed to assist adults with developmental disabilities who want to become more independent. ISS funding is available to provide a housing subsidy to individuals seeking choice and self direction who want to live in an uncertified community based setting. This may include home sharing, independent living (apartments) or home ownership that are alternatives to traditional group living.
6. **Lead Agency.** The agency designated to coordinate the activities for its joint proposal under this RFNS. The lead agency determines the agenda, ensures cohesion among the agencies, and is responsible for implementing decisions. The lead agency is responsible for the submission of the proposal and providing supporting documentation for itself and each partnering agency collaborating on a proposal. The lead applicant should meet the definition of an eligible applicant.
7. **Medicaid Redesign Team (MRT).** Established in January 2011 by an Executive Order, the MRT brings together stakeholders and experts throughout the state to work cooperatively to reform the Medicaid system and reduce costs.
8. **Office For People With Developmental Disabilities (OPWDD).** The New York State agency responsible for coordinating services for more than 126,000 New Yorkers with developmental disabilities, including intellectual disabilities, cerebral palsy, Down syndrome, autism spectrum disorders, and other disabilities. It provides services directly and through a network of approximately 700 nonprofit service providing agencies, with about 80 percent of services provided by the private nonprofits and 20 percent provided by state-run services.
9. **Office of Home & Community Living.** The OPWDD office responsible for all policies and program issues related to creating a continuum of housing options, including individualized living arrangements and is responsible for the HUD-Approved homebuyer counseling programs currently offered by OPWDD, including, but not limited to; homeownership programs, rental assistance, pre and post purchase homeownership counseling, foreclosure prevention, and financial education. The Office is also tasked with building an Infrastructure to

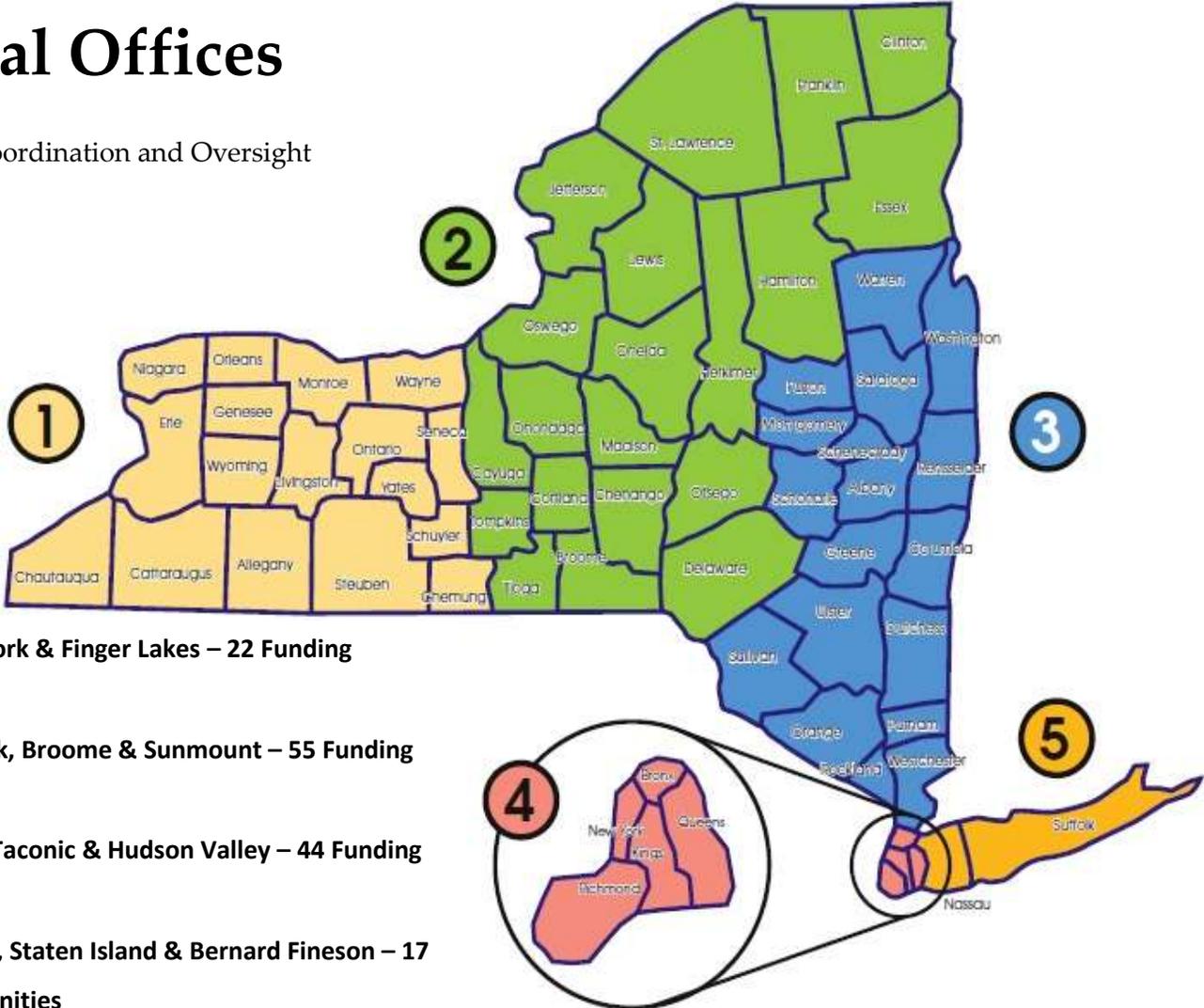
rebalance the system from a predominately certified residential environment to predominately non-certified, independent living arrangements. The Office is also responsible for policy and program issues related to OPWDD's participation in Governor Cuomo's Medicaid Redesign Team Affordable Housing Workgroup.

- 10. Partnering Agency.** An agency or agencies collaborating on a proposal with the lead agency. Each partnering agency should meet the definition of an eligible applicant. Additionally, all partnering agencies are subject to the evaluation and reporting requirements under this RFNS.
- 11. Regional Office.** Satellite Offices located regionally statewide to administer and oversee OPWDD programs and services in their respective counties. There are thirteen (13) districts divided among five (5) Regional Offices for Voluntary Agency Coordination & Oversight.
- 12. Supervised Individualized Residential Alternative (IRA).** VOIRAs are certified homes that provide room, board and individualized service options. A Supervised 24/7 Individualized Residential Alternative is a home that has staff nearby at all times that individuals are at the residence.
- 13. Supportive Housing.** The general term used to describe subsidized housing "supported" with on-site services that are person-centered, self directed, and needs-driven. Rent is usually set at 30% of the tenant's income.
- 14. Supportive Individualized Residential Alternative (IRA).** VOIRAs are certified homes that provide room, board and individualized service options. A Supportive Individualized Residential Alternative is a home in which living is more independent and supervision is based on a person's needs for supervision; staffs typically are not onsite at all times when residents are home.

Attachment 3

5 Regional Offices

Voluntary Agency Coordination and Oversight



- **Western New York & Finger Lakes – 22 Funding opportunities**
- **Central New York, Broome & Sunmount – 55 Funding opportunities**
- **Capital District, Taconic & Hudson Valley – 44 Funding opportunities**
- **Metro, Brooklyn, Staten Island & Bernard Fineson – 17 Funding opportunities**
- **Long Island – 42 Funding Opportunities**

Total = 180 Regional Funding Opportunities

Attachment 4

Statewide Request for Services

Increasing the Number of Less Restrictive Housing Opportunities for People with intellectual and developmental disabilities

Application/Project Summary Cover Page

Name of Agency:	Street Address:
Contact Name and Title:	City, State and Zip Code:
Contact Telephone No: ()	Contact E-mail Address:

Required: All applicants are required to provide the following information:

- The amount of administrative costs as filed in the 2011 CFR
\$ _____
- Total dollars of MRT funds requested by the applicant, including the amount of administrative cost.
\$ _____

Requirement: All applicants are required to identify the specific type(s) of residential supports that will be provided with Medicaid Redesign Team (MRT) Supportive Housing Development funds. Specifically if the proposal is for one of the following:

Please check all that applies:

- Supportive Apartments _____
- Individual Support & Services (ISS) and Community Habilitation _____
- Consolidated Supports & Services (CSS) _____

Requirement: All applicants are required to provide the following information:

- Applicant's Current Annual Rate for a Supervised Program
\$ _____

Name and TABS # of individual, Current Service type, current rate, proposed service type proposed rate (list persons who may be roommates together see examples below)

Supportive IRA						
Name	TABS#	Current Service Type	Current Service Rate	Proposed Service Type	Proposed Estimated Service Rate	MRT Cost Savings
Jane Doe	#####	Supervised IRA	\$56,000	Supportive IRA	\$28,000	\$28,000
ISS and Community Habilitation						
Name	TABS #	Current Service Type	Current Service Rate	Proposed Service Type	Proposed Estimated Service Rate	MRT Cost Savings
John Jones	####	Supportive IRA	\$28,000	ISS and Community Habilitation	\$20,000	\$8,000
Frank Smith	####	Supervised IRA	\$28,000	ISS and Community Habilitation	\$20,000	\$8,000
CSS – Residential Only						
Name	TABS#	Current Service Type	Current Service Rate	Proposed Service Type	Proposed Estimated Service Rate	MRT Cost Savings
Mary Doe	#####	Supervised IRA	\$56,000	CSS (residential only)	\$40,000	\$16,000
CSS – Both						
Name	TABS#	Current Service Type	Current Service Rate	Proposed Service Type	Proposed Estimated Service Rate	MRT Cost Savings
Mary Doe	#####	Supervised IRA and Day Habilitation	\$96,000	CSS– both	\$66,000	\$30,000

This Request For Services (RFNS) will be posted on <http://www.opwdd.ny.gov> (i.e. on the HOME Page under Features and under Resources, Information about procurement opportunities) and http://www.health.ny.gov/health_care/medicaid/redesign/

Attachment 5

Supporting Documents to Submit with Application

1. Board of Director Meeting Minutes for the 4 most recent meetings
 - i. Please include the minutes from the four most recent Board of Directors meetings conducted by your agency. Minutes should include the date and time of the meetings, as well as the names of all attendees.
2. List of Board of Directors with areas of expertise/experience
 - i. Please provide OPWDD a list of all current members of your agency's Board of Directors
 - ii. Include descriptions of each member's areas of expertise/experience which may be relevant to this RFNS.
3. IRS 990 – most recent
 - i. Please submit a copy of your agency's most recent IRS Form 990 – Return of Organization Exempt From Income Tax.
4. Certified/Audited Financial Statement – most current
 - i. Should be authorized by a CPA.
5. Limited Fiscal Review – most recent
 - i. Should be completed by an audit manager from the Bureau of Compliance Management or from an OPWDD-approved CPA firm.
6. Copy of Corporate Compliance Plan
 - i. Encompasses internal procedures/processes and staff training directed at compliance with applicable federal/state laws, regulations and directives.
 - ii. Articulates standards and expectations.
 - iii. Describes methods for monitoring standards.
 - iv. Identifies corrective action processes.
7. Copy of Incident Review Procedures
8. Timeline for each of the previous 3 projects that the agency has developed.
 - i. Include notes regarding any impediments that impacted the completion of the project.
 - ii. Provide descriptions of the expected outcomes of the projects, as well as what the actual outcomes were.
 - iii. Provide descriptions of any self-evaluation methods or tools that were used in the project.

Attachment 6

Outline of Applicant Content

Please use the following sheet as a checklist to ensure that all required application documents are submitted together.

Name of Document	Submitted
Application/Project Summary Cover Page (Attachment 4)	
Memorandum Of Understanding (If Applicable)	
Narrative Response to the Five (5) Factors for Award	
Board of Directors Meeting Minutes for the 4 most recent meetings	
List of Board of Directors with areas of expertise/experience	
Most recent IRS Form 990 – Return of Organization Exempt From Income Tax	
Certified/Audited Financial Statement – Most Recent	
Limited Fiscal Review – Most Recent	
Copy of Corporate Compliance Plan	
Copy of Incident Review Procedures	
Timeline for each of the previous three projects that the agency has developed. (Include notes regarding any impediments that impacted the completion of the project)	
Budget Summary Form (Attachment 7)	

Attachment 7

Budget Form

Agency
Proposal

If proposal includes both Residential and Day Services, Complete two (2) budget forms and Attach to proposal. One reflecting Residential Services, and the other reflecting Day Services. Place NA in Box if topic does not apply to this proposal.

Who will provide services?	Number of Staff	Average Hourly Wage	Hours Per Week	Weeks Per Year	Fringe Rate (enter as % e.g. 20% enter as .20)	Salary	List Staff Titles Included
Direct Support (including direct supervisory staff)						\$0	
Clinical Staff						\$0	
Other Support Staff						\$0	
Estimated Annual Cost of Staff						\$0	

Other Than Personal Services for Program
Annual Food, Utilities, medical supplies, program supplies, household supplies, telephone, repairs, maintenance, staff training, transportation, household equipment, etc.

TOTAL	\$0

Estimated Annual Equipment Costs (List equipment in space below)

Estimated Annual Vehicle costs (List type and number of vehicles below)

--

Transportation Costs (not included with vehicle costs)

--

Other Supports Services not reflected elsewhere on budget (Note Service/Support. Also, note vendor if known)

Estimated units/ contacts yr	Est. Rate/ unit cost	Estimated Amount
------------------------------	----------------------	------------------

Total	\$0
-------	-----

What is your agency administrative and overhead rate?
Program Administration Rate
Agency Administration Rate

A&OH Rate

Your annual agency administrative and overhead cost for proposal.
Program Administration Rate
Agency Administration Rate

Total Cost for this program

Annual Cost

\$0

Did you anticipate revenue from other sources? If so, from whom, how much and for what purpose? List below.	Purpose of Revenue	Estimated Annual Amount

\$0

Total requested annual funding for this program	Annual Cost	-	Revenue	=	Annual Funding Requested
	\$0		\$0		\$0

What is the projected monthly cost per person?

Attachment 8

INTENT TO SUBMIT FORM

NEW YORK STATE
OFFICE FOR PEOPLE WITH
DEVELOPMENTAL DISABILITIES {OPWDD}

*RFNS Title: Increasing the Number of Less Restrictive Housing Opportunities
For People With Intellectual and Developmental Disabilities (Rental
Subsidies/Services and Community Habilitation, CSS Residential Settings &
Supportive IRAs)*

Office for People with
Developmental Disabilities {OPWDD}
Prices Management Unit
44 Holland Avenue, 3rd Floor
Albany, New York 12229-0001

We are requesting that prospective applicants file this form by September 18, 2012 at 5:00PM EST notifying the OPWDD, of their intent to submit a proposal in response to this Intent To Submit (IFS). This form is utilized to assess interest in IFS

Through the submission of this form, the applicant identified below is expressing a desire to continue in the above-referenced RFNS process. However, no obligation will be placed on the applicant to actually submit a proposal.

** Please complete this form and file it with the OPWDD by November 5, 2012 and e-mail to:

Robert.Coyner@opwdd.ny.gov

Name: _____

Address: _____

State _____ Zip Code _____

Telephone Number: () _____ - _____ Extension _____

Date (form) completed: _____

Attachment 9

2012 Monthly Payment Standards

As provided by New York State Homes and Community Renewal (HCR)

County	HCR 2012 Monthly Payment Standard -- 1 Bedroom	HCR 2012 Monthly Payment Standard -- 2 Bedrooms	HCR 2012 Monthly Payment Standard -- 3 Bedrooms	HCR 2012 Monthly Payment Standard -- 4 Bedrooms
Albany	711	868	1,039	1,135
Allegany	537	630	783	970
Bronx	1,324	1,473	1,812	2,038
Broome	593	709	925	1,085
Cattaraugus	545	660	856	982
Cayuga	615	735	915	1,060
Chautauqua	543	647	835	912
Chemung	595	714	917	956
Chenango	550	650	850	1,117
Clinton	625	750	911	1,184
Columbia	756	892	1,000	1,070
Cortland	620	757	962	1,181
Delaware	556	644	824	1,047
Dutchess	944	1,156	1,417	1,510
Erie	599	719	889	982
Essex	610	730	927	1,006
Franklin	552	652	837	926
Fulton	565	714	855	907
Genesee	650	790	965	1,075
Greene	700	845	1,055	1,080
Hamilton	568	681	849	984
Herkimer	561	675	828	940
Jefferson	630	754	975	1,022
Kings	1,324	1,473	1,812	2,038
Lewis	525	629	787	878
Livingston	671	820	966	1,023
Madison	648	781	980	1,062
Monroe	654	799	960	1,016
Montgomery	668	750	949	1,028
Nassau	1,339	1,600	2,100	2,200
New York City	1,324	1,473	1,812	2,038
Niagara	550	660	810	900

Oneida	561	675	828	940
Onondaga	623	750	960	1,040
Ontario	595	730	875	925
Orange	944	1,156	1,417	1,510
Orleans	600	730	875	925
Oswego	636	713	902	977
Otsego	645	757	1,007	1,046
Putnam	1,160	1,291	1,588	1,786
Queens	1,324	1,473	1,812	2,038
Rensselaer	713	870	1,041	1,138
Richmond	1,324	1,473	1,812	2,038
Rockland	1,160	1,291	1,588	1,786
Saratoga	678	828	991	1,083
Schenectady	713	870	1,041	1,138
Schoharie	713	870	1,041	1,138
Schuyler	572	686	914	944
Seneca	604	725	953	1,206
St. Lawrence	570	680	865	935
Steuben	557	670	860	949
Suffolk	1,339	1,600	2,100	2,200
Sullivan	665	860	1,025	1,185
Tioga	544	651	850	996
Tompkins	750	890	1,100	1,150
Ulster	917	1,098	1,391	1,728
Warren	667	839	1,059	1,192
Washington	602	757	955	1,075
Wayne	595	725	875	925
Westchester	1,275	1,475	1,790	2,170
Wyoming	600	705	969	1,057
Yates	562	667	864	889

(1) HCR only has Section 8 jurisdiction in 50 counties in NYS, so the remaining counties are not represented on this list. These counties are typically operated out of a Metropolitan Housing Authority which have direct contact with HUD. The Payment Standard for these counties would not exceed 110% of FMR. For the purposes of this exercise, those counties, with the exception of New York City, the payment standard has been set at the FMR.