

Supportive Housing RFQ Questions & Answers

Answers are provided to questions submitted in writing and at the Pre-submission Conference on May 23, 2023

Question (Q): If we have been on the Qualified Supportive Housing Developers list, do we need to reapply to stay on?

Answer (A): Yes, you would need to reapply. The list of Qualified Developers published from this RFQ will replace the Qualified list published as a result of the 2013 Supportive Housing RFQ.

If you applied in 2013 and want a copy of your application, you may request that it be sent to you by emailing SupportiveHousingRFQ@hpd.nyc.gov.

Q: Is any preference provided to non-profits currently serving in the 5 boroughs?

A: There is not a specific preference for non-profits serving NYC.

Q: In meeting the M/WBE criteria, would an MWBE development partner be scored the same as an MWBE vendors or contractor?

A: We are interested in seeing the Applicant's plans to partner with M/WBEs. This may include partnering with an M/WBE development partner or engaging M/WBE contractors or vendors.

Q: For Form C-1, C-2, D, E-1, and E-2: Can this list include projects outside NYC?

A: Yes, you may include projects outside of NYC.

Q: For Form C-1: Can this list include non-supportive housing residential projects?

A: You may include non-supportive permanent affordable housing development projects; however, experience with supportive housing is the primary focus.

Q: For Form C-1: Should this include properties that were completed within the last 7 years, even if construction began more than 7 years ago?

A: Yes, Applicants may include properties that completed construction within the last seven (7) years, even if construction began more than 7 years ago.

Q: Form D, Question 2. Is it the expectation that we list every supportive housing program that we currently operate in NYC? We are concerned about exceeding the page limit.

A: All programs should be listed so that the Applicant's full portfolio can be evaluated. We will waive any pages used to answer that question from counting towards the limit.

Q: Form H-1, Item 2. Can you please confirm that by incorporating "community uses" you are referring to commercial spaces, outdoor spaces and other uses that are open to the general public and/or surrounding community (as opposed to communal areas of the building to which all tenants have access).

A: Yes, community uses refers to spaces that are open to the public and/or surrounding community.

Q: Will we get a copy of the slides?

A: Yes, the slides will be posted to the HPD website.

Q: Are non-profits, recently entering the supportive housing universe, who have robust development capacity and experience, but limited/nascent supportive housing experience encouraged to apply/will be competitive?

A: We will be evaluating applicants based on the criteria listed in the RFQ. We encourage all non-profits with supportive and affordable housing development experience to review the RFQ and apply accordingly.

Q: For Form E-2, the questions are about narrative explanations. Is this supposed to be a building HPD wants to know more about, a good example of our work, problems our buildings have faced, or some combination of the 3?

A: Questions 1 and 2 of Form E-2 are opportunities for you to provide more detailed explanation about your portfolio. For example, if you recently acquired a distressed property with significant arrears and/or violations, this would be an opportunity to provide an explanation. Please see the Portfolio Management section of the RFQ for more information.

Q: Form B: How detailed of a description of a person's role are you looking for?

A: Business title would suffice.

Q: Form C: Can we include developments between 7-10 years old?

A: As the form states, please include all developments completed within last 7 years.

Q: Should OMH Community Residences (CR) be included in development experience?

A: Yes, it can be included.

Q: Can we include development and operation of shelters that offer supportive services?

A: You can include this experience in your response to Form D, Question 3.

Q: Are supportive housing providers that outsource property management to third parties eligible to apply?

A: Yes

Q: Can letter from elected officials be included in community support letters?

A: Yes, however, we are asking for existing letters of support. We are not asking applicants to reach out for new letters.

Q: For E2, question 1, are there any buildings in your portfolio that we would like to provide a narrative for? What specific information / explanations would you like addressed in the narrative?

A: Questions 1 and 2 of Form E-2 are opportunities for you to provide more detailed explanation about your portfolio. For example, if you recently acquired a distressed property with significant arrears and/or violations, this would be an opportunity to provide an explanation. Please see the Portfolio Management section of the RFQ for more information.

Q: The RFQ is request for what buildings? Are you just asking for price per square foot? Is there anything in mind. Do we have to be a non-profit?

A: The RFQ specifies that applicants need to be non-profits with interest and experience with supportive housing.

Q: I asked for clarification for role description on Form B because there is another box that asks for the position and/or office in organization. It is okay if it repeats?

A: Yes.

Q: For Form E-2, Question 3, should we be talking about Asset Management and Ownership experience in general, or should we really be sticking to those contracts that are listed in the question? If the latter, would a detailed list of properties, functions, and funding sources suffice there?

A: Question 3 is specifically asking about your experience with those types of rental assistance contracts. A detailed list of properties, functions, and funding sources would be a sufficient response for Question 3.

Q: Should we include supportive project that were re-financed (Originally built the early 90s, and refinanced in 2019, for example)?

A: Yes. As long as completion of the rehabilitation work associated with the refinancing was completed within the past 7 years, the project can be included.

Q: If we have received funding for 202 supportive housing, can we provide those letters of support that we provided as part of our request?

A: HPD will review bank and other lender references and current commitments, including letters from other government agencies.

Q: Does the nonprofit have to be in NY State?

A: This RFQ has no specific preference for New York State or New York City.

Q: Can we provide letter of support from community organizations and others who support our work?

A: We would be happy to receive and evaluate existing letters of support. Please do not seek new letters of support for this RFQ.

Q: Can the applicant be registered in another state like NJ?

A: Yes. This RFQ has no specific preference for New York State or New York City.

Q: How much is the preferred development experience?

A: There is no specific minimum development experience. We are looking for the Applicant to demonstrate the ability to obtain construction and permanent financing for supportive housing. HPD shall also consider the experience of the senior staff. For example, if a senior staff member in your organization has previous development experience at another organization, that can be included as part of the Applicant's development experience. Consideration will be given to all experience within the affordable housing industry, however experience with supportive housing is the primary focus.

Q: Is the 2013 qualified list still available for review?

A: We can provide it via email. You can request it by emailing SupportiveHousingRFQ@hpd.nyc.gov.

Q: When will we be notified of acceptance (eligible to reply to RFP) to move forward?

A: You will receive email notification when we receive the application. This will be manually sent by our staff so do not expect it automatically.

Q: Will we receive feedback rating score if we are not accepted?

A: You can email SupportiveHousingRFQ@hpd.nyc.gov to request feedback.

Q: Do we need to provide all current LOIs? Some of our lenders/investors require their letters only be shared with the necessary partners on the specific projects the letter was written for, so we would prefer to provide a summary of those letters.

A: Please provide any current LOIs that you can share. If there are reasons you are not able to share certain letters, please provide a brief explanation.

Q: Would you only like to see financial letters of support from the last 7 years, or can they be older?

A: Financial letters of support should be for projects that completed within the last 7 years. Older letters may be considered on a case-by-case basis.

Q: Should form C1 list properties refinanced in last 7 years as well as those completed?

A: Yes

Q: For the E-1 property list- should we include community facility and commercial spaces that we own?

A: No, this list should include residential properties under your ownership/management.

Q: Can we include standalone service centers that serve our supportive housing?

A: We are interested in reviewing the applicants affordable housing development and management, specifically supportive housing. Form D, Question 3 provides the opportunity to describe non-supportive housing service experience, so you could include it in that portion of the application.

Q: The form asks if you're the property manager. Our org was self-managed until recently.

A: Fill the application materials out to reflect your organization and portfolio as it is currently, but you can provide additional narrative to explain this recent change.

Q: If selected for a site, will the non-profit become the owner of the site?

A: The purpose of this RFQ is to create a new list of Qualified Developers from which HPD can designate public sites for the development of supportive housing. If designated for a site, HPD will work with the selected developer to obtain the necessary public approvals for future site disposition.

Q: If after review HPD has any additional questions for an organization, would we be able to respond to such questions for clarification, etc.?

A: Yes, there will be a cure period where we may request additional information.

Q: Do service-oriented nonprofits who have never done congregate supportive housing (but have done scattered shelters) and want to get into developing supportive housing have a chance of being included in the list-do they meet the minimum criteria?

A: We're primarily focused on permanent supportive housing experience, but you can include this kind of experience in Form D, Question 3.

Q: Will there be a separate RFP for specific sites, or will designation follow this RFQ process?

A: In some situations, there may be a request for additional information and/or additional competitive steps in the designation process.

Q: Does HPD have a sense yet on how often / when rolling applications will be accepted in the future?

A: Our hope is that we'll review/score annually.

Q: We have temporary shelter housing which can be quite long term--all supportive services are provided to these adults--would that count as supportive housing experience as well?

A: We're primarily focused on permanent supportive housing experience, but you can include this kind of experience in Form D, Question 3, which provides the opportunity to describe non-supportive housing service experience.

Q: When is the written FAQ expected to be released?

A: We're working on releasing it as soon as possible, but at least a week before applications are due. June 8th or before based on current timeline.

Q: I have a vacant building in ENY Brooklyn, what's the best way to go about finding an existing supportive housing developer to redevelop it with me?

A: The Qualified List is not intended to do matchmaking in this way, but you could look at that list for potential partners.

Q: Is there a number of nonprofits that will make the list, or is there a number of providers that will make the "cut"?

A: There is no set number or cutoff.

Q: Closing on a site that is awarded will be subject to closing of financing for a proposed project? How long will you have to line up financing?

A: Yes. Disposition of the land and construction financing are expected to take place simultaneously. Expected timelines will be discussed for each site individually at the time of designation.

Q: What is the difference between Applicant & Principal on the C-1?

A: The Applicant is the non-profit organization applying to be on the Qualified List. The Applicant's senior team can list experience developing supportive housing as part of another organization, in which case it should be listed under Principal in form C-1.

Q: Are there any common mistakes you see when reviewing similar applications that we should be aware of in advance?

A: We are not aware of any specific mistakes since the last time we did this was in 2013. We recommend double checking for completeness.

Q: On C-1, if the service provider and/or property manager for a project was a subsidiary of the RFQ applicant, do we answer Yes?

A: Yes