



MHOTRS Clinic Enhancement Grants Questions and Answers

1. Are 31 providers that received an award under the most recent OMH/OASAS CCBHC RFP (proposals submitted 9/28/23) eligible for this opportunity? We are not sure as these new sites won't be operational until July 1.

ANSWER – No. NYS Certified Community Behavioral Health Clinic (CCBHC) Demonstration providers are not eligible to apply for this funding opportunity.

2. We recently received license to open a clinic which will be servicing specifically underserved populations, however, we have not begun providing services. Would we be eligible to apply under this solicitation or do we need to have been providing clinical services previously? While we have experience through case management, we do not yet have experience in clinical setting.

ANSWER – No. Eligible applicants must have at least one year of experience serving individuals with significant mental health needs or experiencing mental health crisis. Eligible applicants must be an OMH licensed Article 31 MHOTRS program, including not-for-profit agencies with 501(c) (3) incorporation, government, and publicly-run; AND identified as operating in good standing with OMH.

3. The RFP says that “NYS Certified Community Behavioral Health Clinic (CCBHC) Demonstration providers are not eligible to apply for this funding opportunity.” Can an agency recently selected to participate in the CCBHC Demonstration, but still in the process of rate setting with OMH, apply for the grant funds to open a new MHOTRS program in one of the Mental Health Professional Shortage Areas that is highlighted in the RFP? This new site is not licensed at present and it is not expected to be submitted to become a CCBHC Demonstration satellite in 2024/25.

ANSWER – Eligible applicants must have at least one year of experience serving individuals with significant mental health needs or experiencing mental health crisis. Eligible applicants must be an OMH licensed Article 31 MHOTRS program, including not-for-profit agencies with 501(c) (3) incorporation, government, and publicly-run; AND identified as operating in good standing with OMH. NYS Certified Community Behavioral Health Clinic (CCBHC) Demonstration providers are not eligible to apply for this funding opportunity.

4. Rockland County is not specified as a Health Professional Shortage Area on pages 11-12. However, in 2016, the county received an email from HRSA confirming the designation as a Mental Health HPSA. Please provide clarification regarding this discrepancy and if we would be eligible to apply for the grant under option 1(a).

ANSWER – The county as a whole must be designated as a Health Professional Shortage Area in order for an agency within that county to apply. The current 2024 HPSA designation list did not include Rockland County.

5. Is the establishment of new satellite locations a requirement for option 1 (b) for expanded populations? Section E on page 5 only states that applications must be existing not-for-profit OMH-licensed MHOTRS providers; Section F.2.g.i on page 7 states that for option #1, funds are intended to be used for a new MHOTRS program/satellite site or to expand the population served. Based on this, it seems that option 1(b) does not require a new satellite site, but would be grateful for your confirmation on this point.

ANSWER – Option 1(b) does not require the establishment of a new satellite location. Funds can be used for costs associated with the expansion of services to an underserved population by an existing MHOTRS program. As stated in Section B Use of Funds, Option 1(b), these expansions must include specific programming, staffing, training, and marketing to the underserved population.

6. Can you please provide any guidance around the expectations for how to submit answers to the questions in F.3, diversity, equity, inclusion and recipient input (outlined on pages 7-9)? Is OMH looking for applicants to submit a document addressing these questions as an attachment to our application? If so, are there page limits or formatting requirements?

ANSWER – These questions were built individually/separately in SFS. They must be responded to as such. There is no page limit or formatting requirements.

7. If you could please clarify the Eligibility Requirements. Are eligible applicants only 501c3 or can they be publicly or government run?

ANSWER - Please note the update to eligibility criteria for the MHOTRS RFA. Eligible applicants for funds (up to \$250,000) must have at least one year of experience serving individuals with significant mental health needs or experiencing mental health crisis. Eligible applicants must be an OMH licensed Article 31 MHOTRS program, including not-for-profit agencies with 501(c) (3) incorporation, government, and publicly-run; AND identified as operating in good standing with OMH.

8. We were recently awarded a CCBHC DEMO grant. We are not currently a CCBHC provider, however, we anticipate that our sites will be CCBHC-DEMO approved as of July 1, 2024. Are we eligible for this funding opportunity because we are not currently a CCBHC-DEMO provider and we will not be a CCBHC-DEMO provider when this grant is due? Additionally our satellite clinics will not be CCBHC-DEMO sites, and we would like to fund distinct activities at a new satellite clinic.

ANSWER – See question 1.

9. Are school-based satellite clinics an eligible program for this funding?

ANSWER – Some SBMHC may be eligible, this funding opportunity applies to MHOTRS program satellite locations or expanding the populations served at a current program location. Programs must be agency owned or operated and **serve the broader community**.

10. If the EZ-PAR was started for a new clinic which has not yet been approved by OMH, may the agency apply for funding for that clinic under Option 1(a) to “establish a new MHOTRS program?”

ANSWER – See answer 2.

11. Can a school-based satellite clinic receive this funding and also receive OMH funding for expansion of school-based mental health clinics?

ANSWER – Eligible use of funds, in accordance with Section B Use of Funds in the RFA, includes, (1a) the establishment a new MHOTRS program, satellite(s) in a location owned and operated by the agency which serves the broader community, or a combination of main MHOTRS program and satellite; or, (1b) expansion of population served: or, (2) expansion of access to triage and treatment. Specific to satellite locations, this opportunity applies to the establishment of new programming. Existing programs that do not fall within the Use of Funds criteria are not eligible for this RFA.

12. Section 2 (Application Narrative) states that it should consist of a maximum of 5 pages. There is no indication of required font, font size or spacing. Are there any requirements?

ANSWER – This is an application submitted through the Statewide Financial System (SFS) and all questions are posed separately within that system. The reference to the 5 pages should have been removed. The response box for each allows up to 2,000 characters. If this is not enough space, you are allowed to provide an uploaded document to provide response. There are no specifications to this upload, but it must be noted that if choosing to provide an upload response instead of in the 2,000 character response box, responses must be clear, succinct and responsive only to the question(s) posed.

13. Section F2(h) requires a budget, but no budget format is in the RFA nor posted on your procurement website. Is this to be included within the 5 pages for this section?

ANSWER – There is no budget format provided for this RFA. Budget should include description of all costs anticipated in alignment with funding allowances, and breakdown of expenses including, staffing and OTPS, equal the total amount of the requested funding.

14. Section F3 (Diversity, Equity, Inclusion and Recipient Input) does not identify a maximum page limit. Is there a limit?

ANSWER – See response to Question 12. These questions are to be responded to through the RFA built within SFS.

15. The attached budget template was on your procurement website with an instruction to use it, and then was removed. Are we to use this format? Does the budget (in whatever format) count toward the 5 page limit for section F2?

ANSWER – There was never a budget template put on the website for this RFA (nor removed). Please see response to Questions #12 and #13.

16. We are an Article 31 Licensed Children's Psychiatric Day Treatment Program. Currently, we are only licensed as an Article 31 Children's Day Treatment Provider. We are in the process of applying for MHOTRS Clinic licensure. Are we eligible to apply for these funds to use in establishing a new MHOTRS program, that is agency owned and operated and serves the broader community?

ANSWER – No. Eligible applicants must have at least one year of experience serving individuals with significant mental health needs or experiencing mental health crisis. Eligible applicants must be an OMH licensed Article 31 MHOTRS program, including not-for-profit agencies with 501(c) (3) incorporation, government, and publicly-run; AND identified as operating in good standing with OMH.

17. The SFS Portal provides 2,000 character boxes for each narrative RFA question with the option to add a 2,000 character box attachment. Is this permissible?

ANSWER – Please see response to Question #12.

18. What is the character limit of the Project Summary section of the SFS Work Plan?

ANSWER – This is unknown. There may be trial and error in fitting response. OMH suggests working the response in a Word doc first, copying and pasting, then editing as/if necessary.

19. Would costs for painting/recovering mobile units be permitted?

ANSWER – Mobile Units are not eligible to apply for this funding opportunity.

20. Is there a needs assessment form to be completed, what are the parameters of the needs assessment?

ANSWER – A brief narrative statement of demonstration of need (e.g., waitlist, historical need, local area resources and needs, etc.) in alignment with identified funding option.

- i. For option #1 (Expanded Population or Service area), the applicant must provide quantitative data on the underserved area/population that is identified.

- ii. For option #2 (Immediate/ Access), the applicant must provide quantitative data demonstrating the need to address waitlists HRSN, and diversion from emergency/crisis services.

21. Can a Mobile Unit be considered a satellite or would this require a different license?

ANSWER – Mobile Units are not eligible to apply for this funding opportunity.

22. “Satellite locations are not required to provide all services required at a main program site”. Does this mean we can curate the scope of services based on population need?

ANSWER – Yes. However, the satellite must minimally provide in-person and on-site medication management and psychotherapy (individual, family and group) services at the location with access to the main program for the full range of services, in accordance with Part 599 and applicable program guidance.

23. If we are using Mobile Units, are there specific hours required, or can the agency operate from Mobile Unit for part of the day, then offer services in the clinics for late night, etc.?

ANSWER – Mobile Units are not eligible to apply for this funding opportunity.

24. Would we be required to have an in-person prescriber in the van at all times based on OC hours?

ANSWER – Mobile Units are not eligible to apply for this funding opportunity.

25. If two Mobile Units are available, could one be used solely for medication management and the other used for therapy services?

ANSWER – Mobile Units are not eligible to apply for this funding opportunity.

26. If there are discussions and planning for expanding services into a school-based program that take place prior to the 10/1/2024 contract start date for this funding, does the contract between the school and the behavioral health provider have to be dated 10/1/2024 or later?

ANSWER – Expenses incurred prior to 10/1/2024 for awards to this RFP will not be eligible for reimbursement. See question 11 for use of funding parameters specific to satellite locations.

27. If plans are to establish a new school-based program to be available in time for the beginning of the 2024-25 academic school year, in order to do so, this would require establishment prior to 10/1/2024., Is there a period of time which constitutes a ‘pre-existing’ MHOTRS program which would allow this newly established program to begin 9/2024 and still qualify for this funding opportunity?

ANSWER – Expenses incurred prior to 10/1/2024 for awards to this RFP will not be eligible for reimbursement. See question 11 for use of funding parameters specific to satellite locations.

28. Please confirm whether our organization is eligible to apply. We have been approved by OMH at the end of 2023, but prior to that, our facility provided behavioral health services to the community as an Article 31 FQHC with LCSWs and psychiatry services.

ANSWER – Eligible applicants must have at least one year of experience serving individuals with significant mental health needs or experiencing mental health crisis. Eligible applicants must be an OMH licensed Article 31 MHOTRS program, including not-for-profit agencies with 501(c) (3) incorporation, government, and publicly-run; AND identified as operating in good standing with OMH.

Clarification – Both eligibility requirements apply. Applicants must be an OMH licensed Article 31 MHOTRS program for at least one year, and be in good standing.

29. If we started the EZ PAR process for a new clinic and decided to use an administrative action to increase the age limit from 21 to 26 or 30, would that meet the eligibility for Option 1B to expand services to adults?

ANSWER – No. In this case, the program must either expand programming to serve adults (21 and above) for child-only serving MHOTRS programs; or expand programming to serve children/adolescents (0 to up to 21) for adult-only MHOTRS programs.

30. We are prequalified in SFS, but do not have a DUNS number. Is a DUNS number a requirement for submitting an application?

ANSWER – No

31. Page 1 of the RFP states that, under option 1, applicants may apply for two opportunities: to establish or enhance access to mental health services in [specified] underserved areas OR for expanded services to underserved subpopulations in any area. Could our organization establish satellite clinics in West Harlem or Morrisania under category 1a), as they are underserved areas not specified on the qualified list of locations on page 11 of the RFP? Alternately, could we apply under category 1b) to establish new satellite clinics, as the population we serve – while not new to us – could now have expanded access to services in West Harlem or Morrisania?

ANSWER – For option 1(a), the proposed MHOTRS satellite locations must fall within one of the identified Health Professional Shortage Areas (HPSA) to be eligible. For option 1(b) and Option 2, awards will be made for all areas of the State.

Clarification – An expansion to serve a specialty population in a new location, by operating a satellite, is an acceptable use of funds for option 1(b).

32. Would we be eligible to propose opening a MHOTRS satellite location under Option #1a that is located in Kings County and serves clients in the underserved areas of Bedford-Stuyvesant, Coney Island and East New York, but is located in a neighboring part of Brooklyn?

ANSWER – For option 1(a), the proposed MHOTRS satellite location must fall within one of the identified Health Professional Shortage Areas (HPSA) to be eligible.

33. Regarding the eligible New York City neighborhoods listed in the table on pages 10-11, will OMH use the neighborhood boundaries as defined in HRSA's health professional shortage area (HPSA) tool? Or how are these neighborhoods defined geographically?

ANSWER – The county as a whole must be designated as a Health Professional Shortage Area in order for an agency within that county to apply.

34. Our organization has facility HPSA designations for many of our sites. Are facility HPSA locations eligible to apply under option 1A, if not otherwise geographically eligible?

ANSWER - The county as a whole must be designated as a Health Professional Shortage Area in order for an agency within that county to apply. Facility HPSA designations are not eligible for this funding opportunity.