

New York State Office of Mental Health



Hudson River

Request For Proposal

Apartment Treatment Housing

for

Young Adults with Serious Mental Illness

in Orange County

October 2014

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Appendix A	<u>Agency Transmittal Form</u>
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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) announces the following Request for Proposals (RFP) for nine (9) Apartment Treatment units for Orange County to serve young adults aged 18 to 25.

One award will be made for Orange County for the nine Apartment Treatment units. In addition to the nine (9) Apartment Treatment units made available through this request for proposal, the selected applicant will also be awarded four (4) Supported Housing units through Orange County Department of Mental Health. A complete proposal package as outlined in section 2.11 will be required.

The Apartment Treatment units and Supported Housing units will serve persons with serious mental illness between the ages of 18 to 25 residing in Orange County.

Please see section 5 for more details on eligibility for the housing. Agencies awarded contracts will be required to comply with all requirement criteria as described in section 5.3 of this RFP.

2. Proposal Submissions

2.1 Mandatory Letter of Intent

Bidders must submit a Letter of Intent to Bid to the Issuing Officer named below in section 2.2. The letter of intent will be used to prepare a what-if-GIN for your agency to use when calculating the financial budget requested in section 5.5.4. Please indicate the following information in the letter of intent: name of agency, contact name and number, and address to mail, via certified mail, the what-if- -GIN. What-if-GINs will be mailed to the agency by 12/03/14. Please mail the mandatory letter of intent to bid consistent with the deadline listed below in section 2.3, indicating on the envelope: **ATTN: Mandatory letter of intent- Hudson River Apartment Treatment in Orange County RFP.**

2.2 Designated Contact/Issuing Officer

OMH has assigned an issuing officer for this project. The issuing officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the notice of conditional award. To avoid being deemed non-responsive, a bidder is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award.

The issuing officer for this RFP is:
Susan Penn
Contract Management Specialist
New York State Office of Mental Health
Contracts and Claims-7th floor
44 Holland Avenue
Albany, New York 12229

2.3 Key Events/Timeline

RFP Release Date	10/29/14
Mandatory Letter of Intent Due	11/12/14
What-if-GIN to be mailed to agency	12/03/14
Questions Due	12/15/14
Questions & Answers Posted on Website	01/06/15
Proposals Due	01/21/15
Anticipated Award	03/01/15

2.4 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the issuing officer by fax at (518) 402-2529 or by e-mail by 12/15/14. The questions and official answers will be posted on the OMH website by 01/06/15 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

2.5 Addenda to Request for Proposals

It is the bidder's responsibility to periodically review the OMH website to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.6 Eligible Agencies

Agencies eligible to respond to this RFP are: (1) not-for-profit agencies with 501(c)(3) incorporation that have experience providing housing and mental health support services to individuals with serious mental illness and who receive funding from OMH for those programs. Only providers currently operating OMH certified licensed residential programs are eligible to apply to this RFP. Current licensed providers who apply must have operating certificates rated Tier I or Tier II. Winning proposals will be expected to demonstrate a proven track record of accepting OMH priority populations and transitioning individuals to more independent housing opportunities through the submitted narrative response.

2.7 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the vendor prequalification process in order for proposals to be evaluated and any resulting contracts executed. Information on these initiatives can be found at www.Grantsreform.ny.gov. 

Proposals received from eligible not-for-profit applicants who have not been prequalified by the proposal due date of 5:00 PM on 01/21/15 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

2.8 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the issuing officer or a designee to review each proposal's submission for completeness (as defined in section 2.11) and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals that do not meet the mandatory requirements outlined in section 2.6 and 2.7;
- Proposals that do not comply with the RFP required format as defined in section 2.11 and
- Proposals from current providers of OMH licensed programs that are in Tier III or equivalent status.

2.9 Executive Order #38

Pursuant to Executive Order #38 (<http://governor.ny.gov/executiveorder/38> [↗]), dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs of and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See OMH Master Contract Forms and Instructions, Attachment A-1, section A.12 (Mental Health Regulations). See also <http://executiveorder38.ny.gov/>. [↗]

2.10 Minority and Women Owned Business Enterprises

In accordance with section 312 of the Executive Law and 5 NYCRR 143, it is expected that all contractors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE) when there is an opportunity to subcontract or purchase supplies to carry out a contract with the lead contracting agency.

2.11 Instructions for Bid Submission and Required Format

Each proposal is required to contain:

1. Agency Transmittal Form ([Appendix A](#));
2. Proposal Narrative;
3. Operating Budgets PDG, and Year 1 Operating Budget ([Appendix B](#));
4. Budget Narrative ([Appendix B1](#)); and

The Proposal Narrative should be concise (no more than 20 pages, not including attachments). The PDG/operating budget and budget narrative ([Appendix B](#) and [B1](#)) are separate documents that appear in the RFP section of the OMH website and can be downloaded in PDF format. Bidders must not substitute their own budget format. **Failure to use the provided operating budget and budget narrative formats will result in disqualification for non-responsiveness.**

Bidders must submit one hard copy of the entire proposal package described above, as well as an agency identified flash drive containing the proposal as one document (Word or PDF format) by mail or hand delivery to be received by close of business on 01/21/15. Bidders should allow a sufficient mail delivery period to ensure timely arrival of their proposals. Proposals cannot be submitted via e-mail or facsimile. Any proposal received after the deadline will be returned, unopened.

2.12 Packaging of RFP Responses

Proposals should be sealed in an envelope or box and sent to:

Susan Penn
Contract Management Specialist
New York State Office of Mental Health
Contracts and Claims -7th floor
44 Holland Avenue
Albany, NY 12229
Attn: RFP for Hudson River Apartment Treatment in Orange County

3. Administrative Information

3.1 Term of Contracts

Each contract will be written for a total period of five (5) years, with an initial period of one (1) year and four (4) annual renewals, dependent upon appropriated funding. OMH reserves the right to change the contract term for the first or second year so that it is more or less than 12 months in order to align the contract dates with OMH's Hudson River contract cycle (January 1 through December 31).

If an agency not previously awarded a contract as part of the original RFP evaluation is awarded beds through the reallocation process (see section 4.3.2), the five (5) year contract term will commence on the award date. OMH reserves the right to change the first year's contract term, as stated above. The OMH Master Contract Form is available in [Appendix C](#).

3.2 Reserved Rights

NYS OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify a bidder whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use information obtained through the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website and the New York State (NYS) Contract Reporter;

- Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected bidder prior to the execution of the contract as set forth in section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.

3.3 Debriefing

OMH will issue award and non-award notifications to all bidders. Bidders that do not receive an award may request a debriefing in writing, regarding the reasons that their own proposal was disqualified or not selected, within 15 business days of the dated OMH notification letter. Written debriefing requests may be sent to the designated contact, as defined in section 2.2 of this RFP.

3.4 Protests Related to the Solicitation Process

Protests of an award decision must be filed within twenty (20) business days after the notice of award or within 5 business days following the date of a debriefing meeting. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of the receipt of a protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted by mail to:

**New York State Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D.
44 Holland Avenue
Albany, NY 12229**

4. Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each bidder's written submission as well as OMH internal reviews.

The evaluation will apply points in the following categories as defined in section 5.5:

Technical Evaluation	
Population	20 points
Housing Implementation	40 points
Agency Performance: <ul style="list-style-type: none">• Bidder's Narrative• OMH Internal Reviews	20 points
Financial Assessment	20 points
Total Proposal Points	100 points

For a detailed description of evaluation criteria for the technical evaluation and the financial assessment components, see section 5.5 (proposal narrative). The OMH internal review will consist of an assessment of the bidder's organizational competency. This will include a review of the bidder's residential programs over the past two years to assess occupancy rates and admissions from priority populations.

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in section 2.11. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the disqualification of its proposal within 10 working days of the proposal due date.

Evaluation of proposals will be conducted in two parts: technical evaluation and financial assessment. OMH's evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. All of the technical scores for each proposal will then be added together and averaged to arrive at the final technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted. The final technical and financial scores for each proposal will be added together resulting in a total score.

Evaluators of the technical evaluation component may then meet to provide clarity or clear any questions an evaluator has about a particular section of a proposal. Following any such discussion, evaluators may independently revise their original score in any section, and will note changes on the evaluation sheet. Once completed, final technical evaluation scores will then be recalculated, averaged, and applied to the final financial assessment score to arrive at final scores. In case of a tie in the scoring process, the agency that scored highest in the category of agency performance will receive the award. Secondly, if the score is tied in the category of agency performance, the award will go to the agency with the highest score in housing implementation.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be rated and ranked in order of highest to lowest score. One award will be made to the agency with the highest rated and ranked proposal. In the event of a tie score, the proposal with the highest ranking in the housing and implementation section of the evaluation process will receive the award.

4.3.2 Reallocation Process

There are a number of factors that may result in these units being reallocated. This includes, but is not limited to, failure to complete contractual agreements in the RFP. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

To reallocate units, OMH will go to the next highest ranked proposal that did not get an initial award of units. If the agency does not accept the award, OMH will work its way down the list. In the event that none of the agencies who initially didn't receive an award accept, OMH will go back to the top of the list in rank order to offer the units, providing that the agency is in compliance with the conditions of this RFP.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to the successful and all non-successful bidders. The award is subject to approval by the NYS Attorney General and the Office of State Comptroller before an operating contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected bidder prior to the execution of the contract. The purpose of this review is to verify that the bidder is able to comply with all participation standards and meets the conditions detailed in its proposal.

5. Scope of Work

5.1 Introduction

This RFP is issued to provide Apartment Treatment housing for nine (9) individuals in Orange County. In addition to the nine Apartment Treatment units made available through this request for proposal, the selected applicant will also be awarded four (4) Supported Housing units through Orange County Department of Mental Health funded at the Supported Housing funding amount of \$12,883 /per unit. A complete proposal package as outlined in sections 2.11 will be required.

The housing and services developed through this RFP as well as for the separate Supported Housing units are designated for individuals meeting the following eligibility criteria:

- Young adults, ages 18-25, who are diagnosed with a serious mental illness and are being treated in New York State licensed Residential Treatment Facilities (RTF) or State-operated psychiatric facilities; or are leaving or have recently left foster care. These are individuals who could live independently in the community, if provided with supportive housing and who would be at risk of street or sheltered homelessness, if discharged without supportive housing.

The criteria for determining Serious Mental Illness (SMI) is attached see [Appendix D](#).

5.2 Objectives and Responsibilities

Apartment Treatment housing and the rehabilitative services provided by the apartment treatment housing provider are intended to be transitional and should be geared to help residents maintain physical and emotional health, participate in community based therapeutic and rehabilitative programs, assist with educational and potential employment opportunities, sustain healthy relationships, and generally improve the ability of residents to enhance the quality of their own lives. The overall goal is to break the cycle of institutionalization and prepare the residents to live within their communities with fewer supports.

For this young adult population, the services offered should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH's commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. The overall goal is to break the cycle of institutionalization and to help the young adults become fully functioning adults.

A majority of these young adults have spent a significant amount of their lives in institutions, yet many still have families/guardians still actively involved in their care. Staff should have an understanding of developmental stages, knowledge of trauma sensitive treatment and family work. Staff should also have the skills and experience necessary to help residents set meaningful goals, and make progress towards their own personal recovery. Education and support around substance abuse should also be provided. A wellness curriculum specifically geared for young adults with mental illness transitioning out of children's residential services is currently in development.

Under this RFP, the young adult housing is intended to be transitional and every resident is expected to be engaged in a process towards independence. Applicants to this RFP who plan to develop young adult housing will be expected to address the multiple needs of young adults who have a serious mental illness. This housing is expected to meet the challenges experienced by this population by providing access to a continuum of quality services. These services must address the vocational, educational, housing, community-life adjustment, health care and behavioral needs, and language assistance of these individuals, while also incorporating a person-centered approach. This approach will be driven by the young person's interests and strengths while being congruent with cultural, community, and familial values.

This housing model is transitional, with the ultimate goal of achieving greater independence through the enhancement of the young adult's competencies. The length of the transition period

will vary according to individual strengths and needs. However, the anticipated average length of stay is two years. It is expected that all young adults will be successfully transitioned to a more independent level of housing by the age of 26. Applicants should be knowledgeable about mental health and non-mental health housing resources.

The housing design should be based on an overarching goal of not only providing a safe and suitable living environment, but also providing services, and linkages to resources, that empower young adults to reintegrate into their communities, as independent and self-sufficient adults. The operators of housing for young adults will be expected to show how they will assist the youth in developing the skills necessary to:

- Perform life skills (e.g. cooking, housekeeping, grocery shopping, personal hygiene, time management, etc.);
- Access necessary services to complete or further their education;
- Obtain vocational training and/or gainful employment;
- Access mental health services;
- Obtain substance abuse services, as applicable;
- Acquire appropriate medical care, including preventative health services;
- Manage finances, budgeting and entitlements;
- Self-administer medications;
- Access community resources;
- Establish leisure-time activities;
- Build positive social networks;
- Manage stress and utilize supports;
- Access language assistance services;
- Maintain relationships with family, friends, and significant others; and
- Find and maintain permanent living arrangements;
- Address challenges presented by sexual development (e.g. identity and orientation questions, contraception, STD prevention, and relationship issues).

Engaging youth to participate in services that will benefit them is a challenging yet essential endeavor. This population often listens to the advice of peers before that of others; therefore peer-to-peer interactions have been proven to be highly successful at helping motivate young adults to achieve self-determination and self-sufficiency and should be a component of this housing program.

Applicants should incorporate a general philosophy of positive young adult development into their program and should demonstrate within their proposal how this will be accomplished. Some examples of positive young adult development would be peer-to-peer mentoring, creating a Young Adult Advisory Board for the agency/program, soliciting young adult input into the design of the program, or developing a Young Adult Forum that holds meetings on a variety of topics to support recovery. Positive young adult development would also include linkage to cultural, educational, religious, athletic, social, or other organizations and activities outside the mental health system.

Applicants will need to demonstrate within their proposal how they will accomplish such support, and demonstrate how they will transition the residents from the Apartment Treatment housing to Supported Housing or other less restrictive settings within their community.

The applicant must work in conjunction with the Single Point of Access (SPOA) entity in Orange County to approve all referrals into the Apartment Treatment housing and Supported Housing units prior to admission.

Applicants must incorporate a general philosophy of positive recovery and rehabilitation and should demonstrate within their proposal how this will be accomplished. Peer-to-peer mentoring should be included and the applicant should demonstrate within their proposal how peer-to-peer mentoring/counseling will be implemented and accomplished.

Apartment Treatment is licensed under Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR). Apartment Treatment housing is not to be considered extended stay housing; it is the Office of Mental Health's expectation that individuals will move to more independent housing. Therefore, providers will be required to assist the residents in gaining those skills necessary for the transition to permanent housing within their community.

Apartment Treatment units must be developed as scattered site rental units. Apartment configurations usually consist of one-bedroom, two-bedroom, and /or three bedroom units, all with individual bedrooms for each resident served, however most young adults prefer to have their own apartment. All apartment units must have a valid Certificate of Occupancy and be certified by the Hudson River Field Office staff before occupancy.

There is no capital associated with these units; however Program Development Grant (PDG) funds are available as part of this contract to assist with commencing a new apartment treatment program funded by OMH. Applicable PDG costs include but are not limited to: initial recruitment, staffing, minor construction or remodeling costs, rent or other costs related to the use of space, purchases of automobiles or vans, furniture, some property costs, some architectural costs, office equipment and all client related furnishings. The PDG is \$8,482 per unit and should be included in the PDG Budget [Appendix B](#) and clearly described in the Budget Narrative [Appendix B-1](#).

5.3 Reporting Requirements

Agencies that receive an allocation of housing resources under this RFP must agree to ensure that these units will be filled with individuals referred by the county SPOA process.

Agencies must conform to all OMH fiscal reporting requirements as outlined in the "Aid to Localities Spending Plan Guidelines." These guidelines are available on the Internet at <http://www.omh.ny.gov/omhweb/spguidelines/>.

Agencies awarded a contract will be required to maintain accurate reporting of all admissions and discharges through OMH's Child and Adult Integrated Reporting System (CAIRS) and comply with any requirements OMH may subsequently develop to ensure compliance. They will be required to participate in the Single Point of Access.

5.4 Operating Funding

Ongoing funding to support the operation of the apartment treatment units will be provided by a combination of SSI and Medicaid funding, consistent with the OMH fiscal model for the Apartment Treatment residential program. Each agency's current programmatic structure will determine specific funding amounts. Site specific property costs for the new apartment treatment beds will also be incorporated into the successful applicant's Gross, Income, and Net (GIN) Medicaid rate calculation.

5.5 Proposal Narrative

When submitting proposals for funding under this RFP the narrative must address all of the components listed below, in the following order:

5.5.1 Population

1. Describe the agency's experience serving young adults with serious mental illness. Describe any residential or other programs operated by your agency which serve young adults and note whether there are any discrete and specialized services for this population.
2. Describe the unique characteristics of the young adult population. Explain how the skill areas as described in section 5.2. will be addressed.
3. Explain how and where services will be delivered including services delivered through linkages with other providers.

5.5.2 Housing Implementation

1. Describe what in-reach and engagement strategies you will use and how you will generate referrals.
2. Describe how your agency will create a culture of positive young adult development. Include a description of how peer-to-peer services will be offered.
3. One of the key components in serving young adults is the provision of "unconditional commitment" (i.e. a flexible, multi-pronged, person-centered response to risk-taking, experimental, authority-resistant behaviors and attitudes that are a normal part of the maturing process.) Describe how the agency will respond to these behaviors and attitudes while maintaining safety and structure.
4. Explain how the agency will create a culture of transition to support movement towards more independent housing opportunities and desired life roles, as well as, a description of the discharge planning process. Also, describe the agency's track record with transitioning consumers to more independent housing opportunities
5. Explain how the agency will help young adults develop age appropriate relationships with family or other natural support networks (i.e. parents, siblings, extended family members, foster care parents, religious organizations etc.)
6. Describe the proposed staffing plan using the what-if--GIN with the understanding that the actual staffing plan will be determined by OMH once an agency is selected and the final GIN is generated. (Gross-Income-Net is a model developed in 1984 to standardize community residence funding. The GIN calculates FTEs, Medicaid, SSI,

- and State funding based on assumptions built into the model). Include a description of staff roles and responsibilities. If the agency's existing OMH licensed housing program(s) is located in the proposed county of service, explain administrative oversight and supervisory functions.
7. Explain how staff will be trained and supervised to integrate rehabilitation and recovery principles in working with residents. Describe the support and professional development activities that will be made available to direct care staff.
 8. Describe the agency's plan for locating and developing apartments in the proposed county. Describe what the composition of the apartment units will be, i.e. one-bedroom, two-bedroom, three-bedroom apartment units.
 9. Provide a time frame for the development or operation of the units.
 10. Discuss how the agency will monitor the success of the housing program and the process the agency will use to implement programmatic changes in the event the anticipated outcomes are not being realized.

5.5.3 Agency Performance

1. Describe the agency's experience in providing recovery-oriented housing and/or mental health services to young adults with serious mental illness. Describe your agency's history and provide a general description of the agency structure (Please include an organizational chart).
2. Describe the resources and skills your organization specifically will commit to carry out the proposed housing services.
3. OMH housing providers must note their agency's performance in targeting OMH priority populations, average length of stay, and ability to transition individuals from licensed housing units into independent housing. If a provider also operates OMH Supported Housing, they should indicate occupancy levels and ability to accept OMH priority populations either directly or through backfill for those units as well. Base your response using the most recently published Residential Program Indicators (RPI) Report. Also, please note that agencies will be evaluated on the timeliness and accuracy of past CAIRS reporting.

5.5.4 Financial Assessment

1. Develop a Program Development Grant (PDG) budget and an annual operating budget using the budget form provided (see [Appendix B](#)). Calculate the budget and staffing based on the what-if-GIN mailed to your agency on 12/03/14. Please note that the current OMH licensed housing programs operated by the agency will determine the final staffing model and budget. If an award is made, OMH will generate a final GIN for the agency to use to finalize the budget. An agency that is not able to prepare a staffing plan and budget consistent with the GIN will have their award rescinded and a new agency will be selected.
2. Complete budget narratives for all of the detailed expense components that make up total PDG expenses and annual operating expenses in each budget. Include the calculation or logic that supports the budgeted value of each category.