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**Capital Grants for the Preservation, Expansion and/or Restructuring of Children’s Mental Health Clinics and Residential Treatment Facilities
Request for Proposals Q&As Round 1 Revisions**

Eligible Applicant Questions

1. Our agency is a licensed Article 31 for adults age 18+ and is in process via EZ PAR to obtain additional licensure to treat adolescents in a satellite location, in a school identified with significant need. Would we be eligible for this opportunity as such? If so, at what point must we have the licensure in hand to apply?

A. Eligible Applicants ~~are not for-profit organizations exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code that have Office of Mental Health (OMH) Article 31 free-standing RTFs and clinic treatment programs with an OMH Operating Certificate, at the time of the submission of the RFP application, that states next to "Population Served," "children" and/ or "adolescents"~~

Agencies licensed pursuant to Article 28 of Public Health Law and/or Federally Qualified Health Centers or are converting to such licenses are **not eligible to apply**, even if the agency is dually licensed as an OMH Article 31 free standing clinic treatment program.

Additionally, the Eligible Applicant must own, lease, or otherwise have control over the site where the capital project will be located (see section 4.3.3 of RFP.) Site control will be confirmed via the PAR process should an Applicant be selected for an award. The type of PAR required to be determined will be based on amount of award. A renewable lease for a lesser term than the bond amortization, typically 25 years, would not be acceptable and would be cause for an award to be rescinded.

(Original response from Contracting Officer: Eligible applicants would need to be a free-standing Art 31 Clinic, licensed to serve children prior to submitting an application. As such, your agency would not be eligible to apply.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applicants may have received from the Contracting/Issuing Officer.

2. For this opportunity, is the age group/age range for children determined by each Applicant, or is there a standard definition or range of ages that define “children” in the phrase “children’s mental health clinic??

A. Eligible Clinic Treatment Program Applicants must have an OMH operating certificate which identifies the "Population Served" is "children" and/ or "adolescents." Hereinafter, Eligible Clinic Treatment Programs with OMH operating certificates that identifies the population served as "children" and/ or "adolescents" will be referred to as "licensed to serve children."

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3. Do we need to submit a copy of the lease where the clinic is located with the application? If so, is there a requirement of how many years the lease is in effect for?

A. Applicants do not need to submit a copy of their lease with their application in response to this RFP. Should the Applicant's proposal be awarded, the Applicant will submit the applicable PAR. It is through the applicable PAR process that a copy of the lease is required. A renewable lease for a lesser term than the bond amortization, typically 25 years, would not be acceptable and would be cause for an award to be rescinded. Any lease must allow for renewal of the term at the unilateral option of tenant. Landlord may not terminate for convenience during the bond amortization period. See answer to Question 1.

4. If the clinic space is leased, what is an acceptable term of the lease for amortization purposes? Is a 5-year lease, with the right to renew for 5 years, acceptable? If a 15-year minimum is required, can it be a 5 year lease with two 5 year renewal options?

A. A renewable lease for a lesser term than the bond amortization, typically 25 years, would not be acceptable and would be cause for an award to be rescinded. However, leases may be structured with renewable terms, so five 5 years terms, or 10/15, or a variation thereof, would be acceptable.

5. Must the Applicant be the owner of the physical plant? Is leased space used by a VAP outpatient mental health clinic eligible for preservation, restructuring or expansion?

A. The Eligible Applicant must own, lease, or otherwise have control over the site where the capital project will be located (see section 4.3.3 of RFP.) See answer to Question 1.

6. If the clinic space is leased, what agreements must be submitted from the property owner to verify that construction is approved on leased space?

A. See answer to Question 1.

7. In the context of this RFP, what is the definition of a "VAP-designated child serving clinic" (for example, would that match or contrast with a licensed mental health provider that is approved and licensed by OMH to serve both adults and children...and that has also been awarded VAP status and funding in its role serving people of all ages across the community)?

A. For the definition of a VAP designated clinic treatment program see: https://www.omh.ny.gov/omhweb/clinic_restructuring/vap.html. For this RFP, VAP clinic treatment programs with OMH operating certificates that indicates that the "population served" is "children" and /or adolescents" are eligible to apply.

8. Our agency was formed through a recent merger with an agency that is a Vital Access Provider (VAP) Awardee. We are continuing to operate this free-standing Art 31 Clinic which is licensed to serve children. Will we be eligible for prioritization as a VAP Awardee?

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A: If your agency is an Eligible Applicant (see answer to Question 1) then your agency meets all of the necessary criteria for prioritization as a VAP Awardee and you should identify as a VAP awardee in the "Program/Site Address" section of Grants Gateway.

9. We are considering an application for a single site that operates as a very large program licensed as a clinic satellite. Is this satellite program an eligible project?

A. Yes, if the satellite program is operated by an eligible Applicant (see answer to Question 1) and the eligible Applicant either owns, leases, or otherwise has control over the satellite where the capital improvement(s) will be located then the satellite program is an eligible project.

10. May we apply for capital improvements to an identified future space that will be submitted in the next six months as an extended location of a current Article 31 site? Would this involve the expansion part of the grant? What would we need to show and provide in the grant application regarding proof of investment in a future space?

A. The agency and the project site must meet eligibility criteria (see answer to Question 1.) Furthermore:

1) If the intent of your proposal is to purchase a larger space for your Article 31 Clinic with an existing license to serve children, both the purchase and capital improvements would qualify as expansion projects.

2) If the intent of your proposal is to make capital improvements to a new satellite or new clinic that has not received OMH licensing approval at the time of application submission, this ~~is not~~ would be an eligible capital project to propose for this RFP.

11. Is an OMH day treatment program for children eligible or must an Applicant be either an RTF or VAP outpatient mental health clinic to apply?

A. No, OMH Day Treatment Programs are not eligible Applicants. See answer to Question 1.

12. In question 1a of the Executive Summary, the question asks "Identify the role of the program in the Children's Behavioral Health System (continuum of Care)" [Capitalization exactly mirrors RFP] Can you please provide a definition of the term "Children's Behavioral Health System (continuum of Care)" in the context of this RFP? For example, is this a generic term intended to reference a general spectrum of children's behavioral health options across our region/the state, or is this a narrower term, an intentionally proper noun/proprietary phrase with deliberate capitalization that refers to a very specific system in part of New York? (If so, is there a web site to learn more details about this system and/or the specific Continuum of Care that is mentioned?)

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A. Capitalization of "Care" in the RFP was an error. The phrase "Children's Behavioral Health System (continuum of care)" is a reference to the integrated system of behavioral health care services available to children in NYS consisting of a flexible continuum of services. Applicants are asked to speak to the role of the program in this context.

13. The qualifications specify a limit on the amount of operating profit over 3 years, but require specific fiscal viability and sustainability requirements to be met. Is there a threshold to operating deficits that will disqualify Applicants?

A. There is no eligibility criteria related to threshold operating deficits for Clinic programs or RTFs interested in responding to this RFP.

14. This RFP is very similar to the Statewide Health Care Facility Transformation Program II (Phase 2). It seems likely that many organizations will apply to both. Is there any connection between the two RFPs in terms of evaluation or award eligibility? Any chance that applying to both for the same purpose would result in any problems?

A. Awards for DOH's Statewide Health Care Facility Transformation Program II (SHCFTP) are scheduled to be announced by July 6, 2018. In the event those awards have not been made by August 1, 2018 OMH will accept applications for the same projects. However, since duplicative funding for the same project is not permissible, should an Applicant for this RFP receive an award from DOH after submission, the Applicant must contact the OMH Contracting Officer, Carol Swiderski immediately to rescind their application for this RFP.

The RFP referenced in the question is administered by the Department of Health and closed in March 2018. There is no connection between the RFPs in terms of eligibility criteria. Applicants should not apply for funding of expenses under this RFP that is duplicative of any other funds received or otherwise readily available for the same purposes.

15. Re: "Each application must identify a single, distinct project proposal per project site. If an Applicant submits a single proposal for multiple RTF or clinic sites, the proposal will be disqualified. Agencies operating multiple clinics and/or RTFs may request funding for more than one clinic or RTF site. However, a separate and distinct project proposal must be submitted for each program site."

Question: Please clarify if the above applies to different physical sites operating under the same Article 31 license, or simply to different sites operating under different Article 31 licenses. 1) We operate a singly licensed Article 31 clinic having two locations, one in Manhattan and a satellite location in the Bronx. 2) Does this require us to submit separate proposals for each site, or will one proposal suffice?

A. Separate locations will require separate, distinct and unique preservation, expansion and/or restructuring project proposals.

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16. If an agency is currently opening an Article 31 clinic would they qualify for the grant?

A. The Article 31 clinic would need to be licensed to serve children at the time of submission of the proposal and meet all other criteria outlined in the answer to Question 1.

(Original response from Contracting Officer: Agency is licensed as an Article 28, the Eligibility Requirements in the RFP read as follows: Providers licensed pursuant to Article 28 of Public Health Law and Federally Qualified Health Centers are not eligible.)

NOTE: The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applicants may have received from the Contracting/Issuing Officer.

17. Are article 31 (Part 599) programs that are not currently licensed to serve children eligible to apply for capital funds to support their establishing new child clinic services?

A. See answer to Question 1.

(Original response from Contracting Officer: Eligible applicants would need to be a free-standing Art 31 Clinic, licensed to serve children prior to submitting an application. As such, your agency would not be eligible to apply.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applicants may have received from the Contracting/Issuing Officer.

18. Our agency is in the process of opening an Article 31 clinic under the umbrella of an Article 28 hospital but it will be a stand-alone Article 31. Will we be eligible for the grant?

A. Agencies licensed pursuant to Article 28 of Public Health Law and/or Federally Qualified Health Centers or are converting to such licenses are **not eligible to apply**, even if the agency is dually licensed as an OMH Article 31 free standing clinic treatment program. See answer to Question 1.

(Original response from Contracting Officer: While an Article 28 can apply for a licensed Article 31 program, the provider entity is still "licensed pursuant to Article 28 of Public Health Law." Additionally, an eligible clinic would have to be currently open and licensed to serve children.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applicants may have received from the Contracting/Issuing Officer.

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19. I am writing on behalf of an organization that will be opening an Article 31 children's clinic during the Fall 2018, as a new OMH provider. We have made and will continue to make capital investments in the new facility. Would we be eligible to apply for this funding, for a new clinic?

A. See answer to Question 1.

(Original response from Contracting Officer: An eligible clinic would have to be currently open and licensed to serve children.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applications may have received from the Contracting/Issuing Officer.

20. Section 2.5 (Eligible Applicants) provides that "this is specifically targeted to Article 31 free-standing: A) Clinics licensed to serve children and B) Residential Treatment Facilities (RTFs)" and that "providers licensed pursuant to Article 28 of the Public Health Law...are not eligible to apply." Our clinic is licensed to serve children pursuant to Article 31 and is located in a free-standing community setting. It is, however, owned by and shares a Taxpayer Identification Number (TIN) with an Article 28 hospital. Are we eligible to apply, assuming that funds are exclusively used for the Article 31 clinic?

A. See answer to Question 1.

(Original response from Contracting Officer: As your clinic falls under the auspices of an Article 28 hospital, you would not be eligible to apply.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses that potential applications may have received from the Contracting/Issuing Officer.

21. Our agency is a child and family serving agency. We provide foster care, many supports and services for children and families including an Article 31 clinic and we recently received our designation as a children's SPA/HCBS provider. Our clinic is not designated as a Children's Mental Health Clinic. Our patients are primarily children. We can serve both children and parents as well. Are we eligible to submit under this RFP?

A. See answer to Question 1.

(Original response from Contracting Officer: You would be eligible to apply.) **NOTE:** The revised response to Question 1 (Eligibility) supersedes any prior eligibility responses received that potential applications may have received from the Contracting/Issuing Officer.

22. If we are an Article 31 outpatient facility that serves both adults and children over the age of five, are we eligible for this grant?

A. See answer to Question 1.

23. If one of the Applicant's programs serves a specified combination of children, young adults, and adults (such as a relationship-and-communication skill-training program for individuals aged 16-40), would such a child-serving program (but not exclusively child-serving program) be eligible to apply if all other eligibility requirements for the proposed project are satisfied?

A. See answer to Question 1.

24. In the context of this RFP, what is the context-specific definition of "clinics licensed to serve children"?

A. See answer to Question 2.

Eligible Capital Improvement Questions

25. Can the funds requested be used 1) to replace a roof for a building owned by the organization that houses outpatient mental health services? 2) To repave a parking lot? 3) To repair and resurface the stucco on the building? 4) To purchase security cameras? 5) To buy a van for an OMH funded respite program? 6) Must a separate proposal be submitted for each of these items or can any be combined?

A. Eligible Applicants may request capital grant funding through this RFP to complete capital work that falls under the concept of "preservation." Preservation is defined as activities to address physical plant issues and to restore to previously existing conditions in order to "preserve" the safe functionality and/or ongoing viability of the clinic or RTF. The following activities from your question are examples of capital work that falls under the concept of "preservation:" 1) replace the eligible Applicant's roof, 2) repave the eligible Applicants parking lot, 3) repair and resurface the stucco of the eligible Applicants building and d) purchase security cameras for the eligible Applicant. The example 4) purchase security cameras for the eligible Applicant is concurrently an example of an allowable durable good. Example 5) buy a van for a OMH funded respite program is not an allowable activity to be proposed for this RFP as OMH respite programs are not eligible programs.

In response to part 6) of the question submitted, an Applicant must submit in response to this RFP a single, distinct and unique proposal per a physical location of the proposed capital improvement(s). The single, distinct, unique proposal may be comprised of more than one capital improvements at a single physical location. Should an Applicant want to submit a proposal in response to this RFP for another physical location of an eligible program, the proposal must be comprised of capital improvement(s) that are separate, unique and distinct in all aspects from the Applicant's other proposal submitted in response to this RFP. Eligible Applicants may not submit more than two proposals.

Any physical location an eligible Applicant would like to submit a proposal for in response to this RFP, must own, lease, or otherwise have control over the physical location where the capital improvement(s) proposed will be located.

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26. Per the RFP, the capital funding can be used to 1) "develop a specialized treatment unit" or 2) "to improve capacity to serve children and families." Can Mental Health clinics do both or only the first?

A. An application may be submitted that addresses both purposes as long as the capital improvement work is relevant to the same physical location.

27. Can this award be used to build out part of the current clinic for other services for our behavioral health clients, such as space for a physical health care provider?

A. No, capital work to create space for a psychological health provider would not be an eligible project. Applicants are reminded that "The intent of the RFP is to help eligible Applicants (see answer to Question 1) through capital grant funding to address capital needs so they may better meet the emerging needs of the children's behavioral health system in one or more of the following areas...." preservation, restructuring and/ or expansion of OMH Article 31 licensed programs.

28. Is the preservation of culturally competent services in a community with a high concentration of residents with English as a Second Language an acceptable criteria for preservation?

A. If the preservation of the infrastructure of the facility means that the program continues to be able to serve the child population needs in the community then yes, the capital improvement to the program's infrastructure would be an acceptable capital project to propose for this RFP.

29. Is re-configuring office space to support tele-psychiatry considered restructuring or expansion?

A. If the new service you are able to provide by reconfiguring office space means that the clinic program is able to increase/improve their capacity to serve the mental health needs of children then yes, the capital improvement would fall under "restructuring." Successful Applicants will demonstrate in their proposal a direct relationship between the proposed capital improvement(s) and an improvement in the program's accessibility, the quality of the service delivery /environment or the capacity to meet their child population needs. Applicants who respond to this RFP with proposals for capital improvement(s) that reflect the intent of the RFP will be more likely to have competitive applications during the Technical Evaluation.

30. Is there a % of current volume that would qualify a project for "expansion"? Is any projection of increased volume considered expansion, even if it is for an adult population?

A. No set percentage of current volume is required to qualify as an "expansion." Successful Applicants will demonstrate in their proposal a direct relationship between the proposed capital improvement(s) and an improvement in the program's accessibility,

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the quality of the service delivery /environment or the capacity to meet their child population needs.

31. Is there a threshold or a minimum for how many children served if we are awarded capital funds?

A. No, there is not a threshold for how many children are to be served if awarded a capital grant through this RFP.

32. Do we have to increase the number of children served if we are awarded capital funds?

A. No, Proposals for preservation or restructuring would not necessarily result in an increase in volume of children served.

33. Do capital improvements to the facility have to be limited to children (i.e. children's bathroom vs. clinical office where both adults and children are seen)?

A. While capital improvements do not have to be limited to children, Applicants who respond to this RFP with proposals for capital improvement(s) that reflect the intent of the RFP will be more likely to have competitive applications during the Technical Evaluation.

34. We would like to renovate two offices and turn them into 'child friendly' spaces, adapt the restroom and renovate the children's playroom. Are these allowable projects?

A. Yes, these are eligible capital improvements for the purposes of the RFP.

35. Please clarify the definition of durable equipment. Does this include vehicles? IT equipment? Is there a stipulated useful life?

A. Proposals may include durable goods (equipment or furnishings) as a component of a general capital needs plan. The portion of durable goods requested to be funded must comprise less than 50% of funding requested. Durable equipment refers to items such as devices, machines or tools that have a useful life of three (3) or more years. Vehicles and/or IT equipment may be eligible with a strong justification of how the expense relates to the RFP's purposes of preservation, restructuring or expansion of an Article 31 Licensed Residential Treatment Facility(RTF) or Mental Health Clinic licensed to serve children as outlined in Section 1.1 of the RFP.

36. Will any part of this grant be seeking language services (i.e., video interpretation, document translation, multilingual intake apps)?

A. No, services and software applications are not allowable expenditures through this RFP. However, proposals may include durable goods (equipment or furnishings) as a component of a general capital needs plan. The portion of durable goods requested to be funded must comprise less than 50% of funding requested.

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37. We would like to purchase and install a smart board. 1) Would this expense be covered under this opportunity, as 2) this could be used for both adult and child patients?

A1. See answer to Question 35.

A2. Applicants who respond to this RFP with proposals for capital improvement(s) that reflect the intent of the RFP will be more likely to have competitive applications during the Technical Evaluation. (See answer to Question 25.)

38. Are information technology (IT) costs related to the electronic health record an eligible expense?

A. IT software is not an eligible expense. Proposals may include durable goods (equipment or furnishings) as a component of a general capital needs plan. Durable equipment refers to items such as devices, machines or tools that have a useful life of 3 or more years. Vehicles and/or IT equipment may be eligible with a strong justification throughout the Applicants proposal of how the expense relates to the RFP's purposes of preservation, restructuring or expansion as outlined in Section 1.1 of the RFP.

39. Would technology infrastructure and equipment for telepsych be considered part of the durable goods cost (50% limit)?

A. See answers to Questions 35 and 36.

40. Are there any costs that are not allowable?

A. As no context was given, this question cannot be answered.

Grants Gateway Question

41. I understand this to mean that there are no character limits if we choose to answer the questions through an uploaded attachment. Is this correct? Do character limits apply to both response boxes and uploaded attachments?

A. Grants Gateway system does limit responses to 4,000 characters, which should be sufficient to respond to most questions. Where indicated, Applicants have the option of uploading attachments in lieu of entering a narrative. There is no character limit established for attachments. However, responses should be pertinent to the question and avoid uploading voluminous and/or unnecessary information.

Questions about Post-Award Notification Process

42. How long do we have to complete the renovations?

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A. The project must adequately progress within 18 months of the award notification date. Capital contracts will be approved for a five-year term.

43. Is the awarded grant subject to any lien terms? If so, what is the lien period?

A. Yes, as the project costs will be financed through bonds issued by the Dormitory Authority of the State of New York (DASNY), a lien securing the State's investment will need to be recorded against the project premises. Initially, "State Aid" funding will be used, requiring a State Aid Grant Lien (SAGL). Subsequently, typically at the end of construction, bonds are issued and a DASNY mortgage will replace the SAGL. The lien period will need to be commensurate with the payoff of the bonds, typically 25 years. See answer to question 1 and 3.

Capital Budget Questions

44. In completing the Budget Narrative (Appendix A1), and following the RFPs instructions, to what extent is the intention for Applicants to duplicate and/or potentially expand upon the individual textbox explanations that address each item/unit-qualification/price field in the various budget category input fields within the Grants Gateway capital budget section?

A. As indicated in Section 5.5. of the RFP, the Budget Narrative should include the calculation or logic that supports the budgeted value of each itemized entry. If the total cost of the project exceeds the amount of funding being requested, identify which costs the Applicant intends to cover with additional funding and describe how the agency has or will secure(d) additional funding to complete the project. If the Applicant has supporting documentation related to additional funding, it may be attached. Finally, the Applicant must include in the Budget Narrative a description of how the Applicant will undertake and complete the project.

45. Is this grant to be paid at prevailing wage (i.e. Union wages)?

A. The estimated cost should only assume prevailing wages if the project is located on publicly owned property or if federal funding is involved.