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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 for Round 2**

Key Events/Timeline Questions

1. What is the due date time for October 10th?
 - A. The RFP is due by 4:00:00 PM on October 10th.

Initial Award and Allocation Questions

2. Monetary amounts – are there minimum and maximum amounts for this grant?
 - A. Applicants may request a minimum of \$200,000 and a maximum of \$1.5 million per application. Please see Section 4.3.1 of the RFP.

Eligible Agencies Questions

3. If I run a county clinic that serves adolescents, am I eligible to apply.
 - A. Yes, Eligible Applicants are organization that have Office of Mental Health (OMH) Article 31 RTFs and/or free-standing clinic treatment programs, which have an OMH Operating Certificate, at the time of the submission of the RFP application, that states next to "Population Served," "children" and/ or "adolescents."
4. If I run a free-standing Article 31 clinic but my agency has other programs that are Article 28s. Am I eligible to apply?
 - A. No. 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.
- 5.. Regarding Q&A #1, seeking clarification – Agencies licensed pursuant to Article 28 of the 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. If the program (the free standing clinic)

is only licensed as OMH Article 31 and does not have an Article 28 license, but is operated by an agency that does have an Article 28 license, is the program eligible?

A. Agencies that are 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. Based upon the description submitted with this question, your agency does not meet the Eligible Applicant criteria.

6. An Article 31 clinic is one of nine licensed programs. The other eight programs are Article 32 and seven of those eight also have Article 28 licenses. Please clarify whether agency is eligible to apply due to the organization holding Article 28 licenses, even though the Article 31 program is separate. No Article 28 services are provided to clients of the Article 31 program.

A. Based upon the description submitted with this question, your agency does not meet the Eligible Applicant criteria. Agencies that are 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.

7. Can a county apply if the county mental health clinic does not own the building?

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.) 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.

8. A not-for-profit agency operates an unlicensed outpatient clinic for individuals with dual diagnosis of a mental and developmental disorder. Private insurance and managed Medicaid are the primary funding streams. An intensive acute neurodevelopment assessment and treatment unit for children and adolescents with I/DD and severe mental health/behavior disorders that interfaces with the individuals school program is being developed. The goal is to reduce hospitalization by conducting detailed assessments and providing a coordinated and planned approach to community treatment. The plan is to rehabilitate a facility that we already own into specialized clinic

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space. Is the agency eligible for capital support through grant opportunity OMH01-CHICAP-2018?

A. Based upon the description submitted with this question, your agency does not meet the eligible applicant criteria. Eligible Applicants are agencies that currently have an Office of Mental Health (OMH) Article 31 Operating Certificate for RTFs and/or free-standing clinic treatment programs that identify Children and/or Adolescents as part of the population served.

9. Will this grant opportunity be potentially available to newly launched Article 31 clinics for children or is funding going to be directed to clinics that have been operational for some period of time?

A. Yes, a newly launched Article 31 clinic may be eligible to respond to the RFP provided all other Eligible Applicant Criteria are met.

10. An organization currently runs an Article 31 mental health clinic in Brooklyn. They have recently learned of an Article 31 clinic in the Bronx that is going to be moving. Can they lease the space in the Bronx and apply for funding through this grant award to renovate it, even though they don't currently hold the Article 31 there? Leasing the South Bronx space would serve as an extension of the existing Article 31 in Brooklyn.

A. If the organization meets all other Eligible Applicant Criteria, a proposal may be submitted in response to this RFP for the expansion of services at a new location for children's mental health clinic programs or RTF programs. Site control must be demonstrated during the PAR process should the Applicant be identified for an award.

11. Can an organization apply for funding through this grant award to lease new space where they don't currently hold the Article 31? Leasing the new space would serve as a second location for their current clinic and be an extension of their Article 31?

A. If the organization meets all other Eligible Applicant Criteria, a proposal may be submitted in response to this RFP for the expansion of services at a new location for children's mental health clinic programs or RTF programs. Site control must be demonstrated during the PAR process should the Applicant be identified for an award.

12. Can an organization apply for funding through this grant award to buy a building that houses and existing Article 31 clinic that is planning to relocate and use the building to open a second location for their existing Article 31 mental health clinic.

A. If the organization meets all other Eligible Applicant Criteria, a proposal may be submitted in response to this RFP for the expansion of services at a new location for children's mental health clinic programs or RTF programs. Site control must be demonstrated during the PAR process should the Applicant be identified for an award.

13. The agency operates an Article 31 Outpatient Mental Health Clinic and would like to apply for funding to expand current practice into an offsite location to (1) increase capacity to serve children and (2) increase access for college students, and families in more rural areas. However, they have not been the recipient of any VAP funds. Is the agency permitted to apply for funding? As an FYI, the local county operated clinic is also applying for funding and is VAP funded.

A. Non-VAP applicants meeting Eligible Applicant criteria are eligible to apply. VAP awardees that meet Eligible Applicant criteria will be prioritized, as discussed in Section 4.3.1 of the RFP.

14. The organization currently runs an Article 31 mental health clinic in Brooklyn. They have recently learned of an Article 31 licensed clinic in the South Bronx that is going to be moving because the landlord wished to sell the building. The organization is interested in acquiring the building, renovating it and continuing to run an Article 31 mental health clinic there.

The current clinic in Brooklyn has an operating profit of over 10% for the three most recent fiscal years, however, the overall profit for the agency is less than 10%. Would they be eligible to apply for funding through the OMH Capital Grants for Preservation, Expansion and/or Restructuring of Children's Mental Health Clinics RFP to assume the space in the South Bronx? This property will be vacant shortly and therefore, there would not be a CFR history associated with it. If they are eligible to apply, would it fall under the category of preservation, restructuring or expansion?

A. As per Section 2.5 of the RFP, fiscal eligibility is based upon the program level and not the agency level. *"Programs with operating profits in excess of ten percent for each of the three most recent fiscal years, as reported in the*

Consolidated Fiscal Reports(CFR), are not eligible to apply (Downstate: 2014-2015, 2015-2016 and 2016-2017; Upstate: 2014- 2016.)” For clarification purposes, ‘Programs’ is defined as clinic programs and RTF programs.

15. Can an organization apply for this funding if their mental health clinic has an operating profit of over 10% for the three most recent fiscal years, but the overall profit for the agency is less than 10%?

A. As per Section 2.5 of the RFP, fiscal eligibility is based upon the program level and not the agency level. *“Programs with operating profits in excess of ten percent for each of the three most recent fiscal years, as reported in the Consolidated Fiscal Reports(CFR), are not eligible to apply (Downstate: 2014-2015, 2015-2016 and 2016-2017; Upstate: 2014- 2016.)”* For clarification purposes, ‘Programs’ is defined as clinic programs and RTF programs.

16. Does the grant need to be focused on one sole request or can it include multiple requests under a larger umbrella? For instance, most of the grant will be focused on trauma care, how a van is needed. Can these be combined, since the ability to go on excursions enhances treatment or would that be an individual proposal?

A. 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 improvement 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.

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

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Facility(RTF) or Mental Health Clinic licensed to serve children as outlined in Section 1.1 of the RFP.

17. An agency has lease extensions for 10 years at the current facility. The lease has been in place since the mid-1990s and the agency has steadily increased occupancy to several floors of the building. The requirement of a 25-year lease is the only thing disqualifying the agency from applying for the RFP. Has anything changed in regard to this requirement?

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.

Funding Questions

18. Is staffing restricted from the grant?

A. Staffing is an operational cost. Funds available through this Capital Grant are not to be used to support the on-going operational needs of the programs. Please see section 5.3 of the RFP.

19. Will the grant approve expenses related to electronic health record licenses or expenses that are associated with the project?

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.

20. Once the provider is selected, does OMH carry the debt and repay the project? What liens or guarantees does the provider have to offer? The provider doesn't "up front the money" and get paid back through their rate like a regular capital project, do they?

A. OMH will ultimately repay the bond debt on the project directly to DASNY over time. However, this does not occur "once the provider is selected," but at a much

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later stage in the development of the project. See Answer to Question 43 regarding liens. The providers are not required to provide initial financing and be reimbursed, nor is the payment of the bond debt accomplished through the operating funding to the providers.

21. Considering the lien period is commensurate with the payoff of bonds typically lasting 25 years, is there an opportunity for early pre-payment of the bond, if the provider desires to change the use of the location at a future date?

A. Future changes in the use of the project site and the repayment of the bond debt can be considered on a case-by-case basis. However, approval or disapproval of any such proposal is in the sole and absolute discretion of OMH.

Grants Gateway Questions

22. Question 6a in the Grants Gateway requires a yes/no answer. Please clarify what the applicant is saying yes or no to.

A. The “yes or no” response is confirmation that you, as applicant, uploaded all the supporting documentation in response to 6a itself as well as uploaded the narrative in response to question 6b.

23. Should the 6a Capital Budget narrative and 6b Budget Narrative (appendix A1) also be uploaded into the pre-submission upload section?

A. Question 6a is not a budget narrative. It speaks to the completion of the Budget Property section and requires the upload of all supporting documentation for cost estimates associated with that budget. The Appendix A in the Upload Properties section is to serve as a reference document. As the Upload Properties section indicates, the Budget Narrative (Appendix B1, not Appendix a1) is a required upload in response to Question 6b in the Program Specific Question section.

24. Please clarify the differences between the Capital Budget Narrative and Budget narrative.

A. There is no reference to both a Capital Budget Narrative and a Budget Narrative. There is an Appendix A (Capital Budget Format) indicated in the

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Upload Properties section, which is a reference document to be used when completing the Budget Property section. The Appendix B1 (Budget Narrative) is to be uploaded in response to Question 6b.

25. The drop-down menu for the “Agency Specific Region” question in the PROJECT/SITE ADDRESSES section of the application in the Grants Gateway includes three options: VAP Awardee, Residential Treatment Facility (RTF), and Neither an RTF or a VAP Awardee. Which option do we select if our organization has an RTOF, but the application is being submitted for the non-residential Article 31 clinic?

A. If the application is being submitted for the Article 31 Clinic site choose "Neither an RTF or a VAP awardee."

26. What is the distinction between “Applicant Program” in question 1a, and “Applicant Child Serving Program” in question 1b? Should we be describing our organization’s programs in 1a and specific services for children in 1b, or should both descriptions be about the programs associated with the location we are requesting capital funding for?

A. There is no distinction between "Applicant Program" and "Applicant Child Serving Program."