



**Enhanced Housing for Young Adults with
Serious Mental Illness**

**Request for Proposals
Grant Procurements**

(On-Line Submission Required)

September 2023

Table of Contents

1. Introduction and Background	3
1.1 Purpose of the Request for Proposal	3
2 Proposal Submissions	4
2.1 Designated Contact/Issuing Officer	4
2.2 Key Events/Timeline	5
2.3 Disposition of Proposals	5
2.4 Eligible Agencies	5
2.5 RFP Questions and Clarifications	5
2.6 Addenda to Request for Proposals	5
2.7 Disqualification Factors	6
2.8 Grants Gateway Requirement	6
2.9 Instructions for Bid Submission and Required Format	6
2.10 Instructions for Completing the Workplan and Objectives in Gateway	8
3 Administrative Information	9
3.1 Reserved Rights	9
3.2 Debriefing	10
3.3 Protests Related to the Solicitation Process	10
3.4 Term of Contracts	10
3.5 Minority and Women Owned Business Enterprises	10
3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Businesses	12
3.7 Equal Opportunity Employment	12
3.8 Sexual Harassment Prevention Certification	13
3.9 Bid Response	13
3.10 Acceptance of Terms and Conditions	13
3.11 Freedom of Information Requirements	13
3.12 NYS and OMH Policies	14
4 Evaluation Factors for Awards	14
4.1 Evaluation Criteria	14
4.2 Method for Evaluating Proposals	15
4.3 Process for Awarding Contracts	15
4.3.1 Initial Awards and Allocations	15
4.3.2 Reallocation Process	15
4.4 Award Notification	15
5 Scope of Work	16
5.1 Introduction	16
5.2 Reporting Requirements	18
5.3 Operating Funding	19
6 Evaluative Criteria/Program Specific Questions	19
6.1 Program Description	19
6.2 Program Development and Implementation	20
6.3 Agency Performance	21
6.4 Inclusion and Diversity	21
6.5 Financial Assessment	23

1. Introduction and Background

1.1 Purpose of the Request for Proposal

The Office of Mental Health (OMH) announces this Request for Proposals (RFP) for the development and operation of 7 Enhanced Young Adult Housing programs located throughout New York State for young adults with a serious mental illness (SMI). Each opportunity consists of Apartment Treatment units (5 or 10) and 20 scattered-site supportive housing units. The target population for all seven programs is young adults between the ages of 18 and 25 with serious mental illness who are coming from an institutional setting or community residence, leaving foster care, or are homeless. Some individuals may have a co-occurring substance use disorder (SUD) and be at various stages of recovery. The Enhanced Young Adult Housing model is scattered-site housing that will be sited in the following county(ies).

County(ies)	Supportive Units	TAP Units
Nassau/Suffolk	20	10
Bronx	20	5
Albany/Rensselaer/Schenectady	20	5
Sullivan/Orange	20	5
Onondaga	20	5
Erie	20	5
Monroe	20	5

There is no limit to the number of programs an agency may apply for. Agencies must submit separate applications for each program for which they are applying.

Although supportive housing is permanent housing, the agency will be expected to transition the individuals to an adult housing slot within their agency, another agency or to independent housing, as the individual progresses in their recovery and no later than their 26th birthday.

The Enhanced Young Adult Housing program is intended to help young adults with SMI transition from institutional settings, community residences, foster care, and homelessness; improve access to behavioral health and community resources; pursue vocational/educational goals; and develop real-world skills that will support them on the path forward as independent adults. Many of these young adults do not have the sufficient skills needed to successfully live independently in the community. This program will provide additional assistance, including enhanced case management, real-world skill building, vocational/educational support, and a peer to peer supports and services.

Enhanced funding will be provided for two additional staff members: a Psychiatric Rehabilitation Specialist who has vocational/educational experience and a Peer who has lived experience; funding may also be used to augment the salary of the Program Manager so that the individual has clinical experience and expertise. It is expected that these staff will serve individuals across all units in the program.

Engagement poses a notable hurdle when it comes to addressing the requirements of young adults, especially those who have extensive backgrounds in various systems. To tackle this issue, the Enhanced Young Adult Housing Program incorporates the presence

of a Peer who plays a vital role in fostering engagement, alongside promoting self-advocacy. Peer support fosters a supportive and non-judgmental environment where young people can freely express themselves without fear of stigma or discrimination. Peers offer authentic support services by fostering mutual, trauma-responsive, and culturally curious engagement based on the shared lived experience and expertise paradigm.

Young adults want to be independent, which means that they need jobs – skill development and vocational/educational support are crucial to successfully move forward. The supported vocational/educational component within the program is important to enable the young adults to progress and while there are community-based programs available to support these young adults, many need more hands-on support, which is possible by deploying a staff person within the housing program. A staff person can develop a relationship and support the young adult with the ups and downs of their early work experiences, which are natural for many young adults, not just those with SMI. Peers can serve as mentors and as a source of inspiration for young people. Peers can share practical strategies, coping mechanisms, and real world skills that have proven effective for them in navigating similar situations. Peer support encourages the exchange of knowledge and the development of essential life skills.

Additionally, young adults coming from institutional settings, foster care, or who were homeless are likely to have significant behavioral health and community resource needs with substantial corresponding case management requirements.

Eligibility for the young adult units referred to the program will be determined by the Housing Single Point of Access (SPOA/SPA) within each county. For units in Bronx County a HRA 2010E shall be submit to Human Resources Administration (HRA). Approved HRA 2010E housing applications will be sent to the contractor awarded the program by the Center for Urban Community Services (CUCS) which operates the NYC Housing Single Point of Access (SPOA).

The referral sources for this program include, but are not limited to: Article 28 hospitals, homeless shelters, or drop-in centers, OMH psychiatric centers, the Foster Care system, Residential Treatment Facilities (RTF), SOS, ACT and IMT teams and current NY III Population C housing programs in the Bronx.

Referrals with an Assisted Outpatient Treatment (AOT) order must receive priority consideration for any housing vacancy.

2. Proposal Submissions

2.1 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-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Jeremy Rossello
Contract Management Specialist I
New York State Office of Mental Health
Contracts and Claims
7th Floor
44 Holland Avenue, Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

Key Events/Timeline

RFP Release Date	09/26/2023
Questions Due by 2:00:00 PM EST	10/17/2023
Questions and Answers Posted on Website	11/01/2023
Proposals Due by 2:00:00 PM EST	11/16/2023
Anticipated Award Notification	12/27/2023
Anticipated Contract Date	03/01/2024

2.2 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.3 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have demonstrated experience operating housing and/or services for the young adult population..

Questions regarding eligibility will not be responded to by the Issuing Officer on an individual basis. All questions specific to eligibility will be incorporated into the list of Questions & Answers to be posted on the date indicated in Section 2.2.

2.4 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing with "Enhanced SSSH for Young Adults" in the subject line to the Issuing Officer by email at: OMHLocalProcurement@omh.ny.gov by the "Questions Due" date indicated in 2.2. The questions and official answers will be posted on the OMH website, as well as a link in the Grants Gateway, by the date indicated in 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone, in person or by email.

2.5 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website, the

Grants Gateway and the NYS Contract Reporter. It is the applicant's responsibility to periodically review the OMH website, NYS Contract Reporter and Grants Gateway to learn of revisions or addendums to this RFP. No other notification will be given.

2.6 Disqualification Factors

Following the opening of applications, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in Section 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in Section 2.9; or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in Section 2.8, by the "Proposal Due" date and time as indicated in Section in 2.2.

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 <https://grantsmanagement.ny.gov> and complete the Vendor Prequalification process in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the "Proposal Due" date and time as indicated in Section 2.2 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.

2.8 Instructions for Bid Submission and Required Format

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

Registration forms are available at the GGS website:

<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).

All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: Grantsgateway@its.ny.gov – OR – by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway (and upon user log in):

You must use Internet Explorer (11 or higher) to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency, and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory” or a “Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual_document.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the [Grantee Documents](#) section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, e-mail, hard copy, or hand delivery.

Helpful Links

Some helpful links for questions of a technical nature are below.

<https://grantsmanagement.ny.gov/frequently-asked-questions>

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email: Grantsgateway@its.ny.gov or by phone at 518-474-5595.

2.9 Instructions for completing the Workplan and Objectives in NYS Grants Gateway

The Workplan Overview Form will be used to create the Work Plan portion of the contract. Some of the information requested will be duplicative of information provided earlier in the application. Be sure to follow the guidance provided below.

The Work Plan Period should reflect the anticipated contract period. Contracts will be approved for a five-year term.

The Project Summary section should include a high-level overview of the project as instructed.

The Organizational Capacity section should include the information requested regarding staffing and relevant experience of staff and any applicable consultants to be involved in undertaking the proposed project.

The Objectives and Tasks section should identify grantee-defined objectives and tasks that are relevant to the completion of the proposed project. To get started, add your first Objective Name and Description, and then click the [SAVE] button at the top of the page. After hitting Save, a field for the Task Name and Task Description will show under the Objective box. Complete both fields and hit the [SAVE] button at the top of the page. After entering the Task information and clicking Save, you will now see a box for the Performance Measure information and a box to enter a second Task. Enter a Performance Measure Name and select the Performance Measure Data Capture Type from the dropdown box. The type you choose from the dropdown will show on the screen for you to complete. Once you've entered the name, data capture type and the text/integer/or date as applicable, click the [SAVE] button at the top of the page.

For Performance Measure Name restate the Objective then enter the narrative requested in the box below. Performance Measures are also grantee-defined and should reflect some measurable benchmark(s) in order to demonstrate adequate progress within the 18 months of the award date, as required by the RFP. Once entered, click Save. You may continue to add Objectives, Tasks and Performance Measures up to and including the max amount allowed by the state.

The online Workplan is essentially an outline/summary of the work associated with the Project(s) described in the sections above. Please note that if an application is selected for award, the Workplan will be subject to change and can be updated during the contract development/negotiation process.

Applicants should refer to Section 5.2.4 Grantee Defined Workplan of the 'Grantee User Guide' ([Click here for Grants Gateway: Vendor User Guide](#)) for detailed instructions on how to complete the Workplan.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive; do not meet the minimum requirements or are determined to be otherwise unacceptable, is OMH's sole discretion.
- Withdraw the RFP at any time, at the agency's sole discretion.
- Make an award under the RFP in whole or in part.
- Disqualify an applicant whose conduct and/or proposal 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 proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP.
- Prior to the due date, direct applicants to submit proposal modifications addressing subsequent RFP amendments.
- Prior to the due date, 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, the Grants Gateway, and the New York State (NYS) Contract Reporter.
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants.
- Change any of the scheduled dates.
- Waive any of the requirements that are not material.
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH's objectives.
- Conduct contract negotiations with the next responsible, applicant should the agency be unsuccessful in negotiating with the selected applicant; within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract.
- 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 an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation.
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4.
- Cancel or modify contracts due to the insufficiency of appropriations.
- Disqualify providers with historically poor performance in developing beds on a timely basis, or chronically poor performance keeping beds filled.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Both awarded and non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, regardless of if it was selected for an award, or disqualified, within 15 business days of the OMH dated letter. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process/Award Outcome

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of 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 to:

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

3.4 Term of Contracts

The contract awarded in response to this RFP will be for five years with an anticipated start date indicated in 2.2. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBEs) and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 0% goal for Minority-owned Business Enterprise (MBE) participation, a 0% goal for Women-owned Business Enterprise (WBE) participation, based on the current availability of qualified MWBEs, on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at <https://ny.newnycontracts.com>. For guidance on how OMH will determine a contractor's "good faith efforts", refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreements, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBEs for work performed or material supplied under the grant disbursement agreement.

By applying, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- a. If an award recipient fails to submit a MWBE Utilization Plan;
- b. If an award recipient fails to submit a written remedy to a notice of deficiency;
- c. If an award recipient fails to submit a request for waiver; or,
- d. If OMH determines that the award recipient has failed to document good faith efforts.

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly MWBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of

the MWBE goals established for the project.

3.6 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor would reference the directory of New York State Certified SDVOBs found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract as documented.

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be

utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires applicants on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.9 Bid Response

Neither the State of New York or OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of bid proposal.

3.10 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.9 of this RFP.

3.11 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if a Vendor believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of the Public Officer's Law), the Vendor must submit with its bid a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by a Vendor to submit such a letter with its bid identifying trade secrets will constitute a waiver by the Vendor of any rights it may have under Section 89(5) of the Public Officers' Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the Vendor may be subject to disclosure if ordered by a court of competent jurisdiction. A

request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to FOIL proprietary status.

3.12 NYS and OMH Policies

The Vendor must agree to comply with all applicable New York State and OMH policies, procedures, regulations, and directives throughout the term of the contract.

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 applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 6 Evaluative Criteria:

Technical Evaluation	Points
Program Description	35
Program Development & Implementation	25
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support	10
Financial Assessment	20
Total Proposal Points	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 6 (Proposal Narrative).

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 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.4 and 2.8, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

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. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then

be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Program Description section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be ranked, and one award made to the applicant with the highest score to develop and operate the program in the county/counties stated in the proposal Description Section 6.1.

4.3.2 Reallocation Process

There are factors that may result in the awarded funding being rescinded and reallocated. These include, but are not limited to, an OMH determination that the agency has failed to adequately progress a project, i.e., not able to fill the units and maintain a 90% occupancy level, within 18 months of the award notification date. In the instance of reallocation of funding, OMH will begin with the next highest scoring proposal.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful Applicants. All awards are subject to approval by the NYS Attorney General and the Office of the State Comptroller before an operating contract can be finalized. OMH reserves the right to conduct a readiness review of the selected Applicant prior to the execution of the contract. The purpose of this review is to verify that the Applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

5. Scope of Work

5.1 Introduction

5.1.1 Program Model

As stated in Section 1.1, the development and operation of 7 Enhanced Young Adult Housing programs located in eleven (11) counties is targeted for young adults between the ages of 18 and 25 with a serious mental illness (SMI) who are leaving institutional settings or community residences, leaving foster care or are currently street or sheltered homeless. Institutional settings include but are not limited to Residential Treatment Facilities, Residential Treatment Centers, Children's Community Residences, or OMH operated Psychiatric Centers. Young adults served by this program are expected to have significant support needs, reflecting complex backgrounds that include institutional living, hospitalizations, out-of-home placement, foster care, and homelessness. To meet those needs and to support recovery, enhanced services will be provided. Many of the individuals to be served do not have sufficient skills needed to live independently in the

community. The enhanced services are intended to improve access to behavioral health and community resources, support vocational/educational goals, and develop real-world skills that will support the individuals on the path forward as independent adults.

The Enhanced Young Adult Scattered Site Housing Program will include both enhancements to current housing services and new services that are important for young adults. The program staff will form a de facto team so that all residents are introduced to each staff member, thus, if crisis or issue arises a familiar person can respond. The flexibility to respond to crises internally and a Program Manager with clinical experience is intended to reduce the need for external intervention. The staffing team is expected to stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed. The staff for the Enhanced Young Adult Housing program must complete training as required by OMH within three months of being hired.

In addition to the services traditionally provided in Treatment Apartment and Supportive Housing settings, the enhanced services model of this program will include:

- Enhanced Case Management Caseload (1:20) – Caseload for the supportive housing units should be no greater than 1:20.
- Program Manager with clinical experience – The administrative responsibilities include but not limited to screening referrals, supervising program staff, intervening with residents and landlords, as needed, ensuring that staff are coordinating services with other providers, and coordinating and/or responding to crisis situations with an enhanced ability to support residents and staff to address issues and crises, reducing the need for external intervention.
- Vocational/Educational Support – young adults' goals will be supported within the program. Providing the service within the program allows the young adults to develop a relationship that is closer and there are other staff member who will have eyes on the individual who can identify needs, if they arise.
- Real-World Skills Building – including but not limited to seeking entitlements, time management, navigating transportation in the community, financial literacy (develop and adhere to a budget, understand banking and taxes), management of an apartment (abiding by a lease, keeping it clean, shopping, cooking, and understanding tenant expectations), decision-making (including recovery from decisions that do not work out as expected), healthy relationships, and community inclusion to build natural supports. These skills are necessary for independence as an adult. The skill development can be provided by the Psych-Rehab specialist and/or the Peer and be supported by the Case Manager and Program Manager.
- Peer - with responsibilities that include engagement, mentoring, self-advocacy, skill-building, facilitating support groups, providing linkage to supports and resources in the community. The Peer should hold an OMH-endorsed Peer Credential (Youth Peer Advocate Credential: YPA-C or the New York Certified Peer Specialist Certification: NYCPS). If the employee doesn't hold a NYCPS or YPA-C, it is expected that they seek provisional credentialing within 8 months of hire.
- De facto team of staff members allows for staggered hours at night and on weekends to address issues and crises. The development of familiarity with all staff

members means the person responding to an issue or crisis is familiar and reduces the need for external intervention. The increased staff may also provide the flexibility for additional home visits, if necessary.

While the Scattered-Site Supportive Housing is permanent housing, individuals will not receive enhanced services after they turn 26 years of age. The agency will be expected to transition the individuals to an adult housing slot within their agency, another agency, or to independent housing as the individual progresses in their recovery or when they turn 26 years of age. Residents of Scattered-Site Supportive Housing can remain in this housing provided their clinical and financial circumstances render them eligible and allow them to meet their responsibilities as a tenant. Scattered-Site Supportive Housing is not lost during absences of short duration, and there are no program attendance requirements. Residents of Scattered-Site Supportive Housing are tenants and will have the same rights and responsibilities as any other tenant.

The Enhanced Young Adult Housing program provides affordable, independent housing and access to community-based support services based on the needs and desires of the resident. Residents of these programs may be able to live in the community with a minimum of staff intervention from the contract agency. Others may need the provision of additional supports, such as an Assertive Community Treatment (ACT) team or care coordination. Some residents may have co-occurring substance abuse disorders and be at various stages of recovery.

As stated in Section 1.1 the referral sources for this program include but are not limited to: Article 28 hospitals; homeless shelters or drop-in centers; OMH psychiatric centers; the Foster Care system; Residential Treatment Facilities (RTF); Residential Treatment Centers; Children's Community Residences; and NY NY III Population C housing programs.

Services provided by the contractor will vary, depending upon the needs of the resident. Staff will encourage and assist residents to develop natural community supports, use community resources, and pursue an individualized path towards recovery. Staff will help the individual to establish a household and facilitate the resolution of landlord-tenant issues. As integration into the community improves and the resident makes progress in their recovery it is expected that the need for services provided by the contractor and other agencies will decrease over time. This will be evidenced in the residents' individualized support plan and program documentation. Individuals in the Treatment Apartment units may be transitioned to the supportive housing units where there is continued need for support and where vacancies exist. It is the intent of this program that the residents will increase their independence in the community such as but not limited to independently: scheduling and attending appointments, both behavioral health and physical health; adhering to their medication regime; managing finances and household budgets; utilizing community resources; maintaining their housing; and conducting activities of daily living.

When possible, tenants in the supportive housing units should hold their own leases. Renting studio, one-bedroom and two-bedroom apartments scattered throughout the community is the norm. In instances where roommates are involved, the agency must facilitate cooperative arrangements on bill payments, division of household responsibilities and other matters.

Housing for this program is integrated housing that consists of scattered site apartments

located in multiple buildings throughout the community. The goal is to provide individuals with a setting in which they live in their own apartments and can interact with non-disabled persons. Awarded agencies are encouraged to maintain an office centrally located in the catchment area. The office can provide an opportunity for individuals to meet with staff, as well as a place to work on resumes and real world skills. It is anticipated that the agency will conduct some groups, when appropriate, which allows the young adults to develop skills and work with peers, as well as supporting social skills development.

There is no capital funding associated with this initiative to purchase or renovate an existing apartment building.

5.1.1 Supportive Housing Units

Funding made available through this RFP provides rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funds to cover consumer emergencies as specified in the 2022 Supportive Housing Guidelines. There are no OMH licensing requirements for the supportive housing units. Contractors must comply with the OMH Supportive Housing Guidelines. A copy of the OMH Supportive Housing Guidelines is posted on OMH's website

https://omh.ny.gov/omhweb/adults/supportedhousing/supportive_housing_guidelines.pdf as part of this RFP and should be reviewed prior to responding to the RFP.

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy (where the C of O is applicable). The OMH Regional Field Offices monitor Scattered-Site Supportive Housing and conduct site visits to review compliance with the Guidelines.

The agency shall provide bi-annual data and reporting as requested by OMH in connection with program evaluation and feedback.

5.1.2 Apartment Treatment Units

Apartment Treatment housing and the restorative and rehabilitative services provided, 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.

Apartment Treatment programs are transitional. Residents are educated on the full range of housing options. Discharge planning, with appropriate time frames, must commence upon admission. The Program provides support and skills training to individuals in an apartment setting. Using an individualized assessment and service planning process, residents develop meaningful goals, make progress towards their personal recovery, gain skills and independence, learn to use community resources and develop natural community supports.

Apartment Treatment is licensed under Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR). Awarded agencies will be required to submit a "Prior Approval Review" (PAR) Application as part of the development process.

The PAR is available online at: <https://www.omh.ny.gov/omhweb/par/omh165.pdf>

The PAR application will be reviewed in accordance with Section 41:34 of the Mental Hygiene Law and Part 595 of Title 14 of the Codes, Rules and Regulations of the State of New York, (14 NYCRR).

[https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Icb5a98e0b7ec11dd9120824eac0ffcce&originati onContext=documenttoc&transitionType=Default&contextData=%28sc.De fault%29](https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=Icb5a98e0b7ec11dd9120824eac0ffcce&originati onContext=documenttoc&transitionType=Default&contextData=%28sc.De%20fault%29)

New York State regulations are available online at:

<https://dos.ny.gov/divisionadministrative-rules>

5.2 Reporting Requirements

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 <https://apps.omh.ny.gov/omhweb/spguidelines/>.

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS) and adhere to any requirements OMH may subsequently develop.

5.3 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) fiscal model and paid for with SSI revenue and state-aid in the event the GIN model’s anticipated SSI revenue is not adequate to cover 100% of the expense. In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing these Apartment Treatment units. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,410 per bed. All reasonable costs to develop the beds should be included in the PDG budget.

For Apartment Treatment units, providers should build into their budget costs a food/living allowance stipend for recipients that, when combined with personal needs allowance, provides the individual with personal funds roughly equivalent to those the supportive housing tenants will receive.

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and OMH funds. Residents of Scattered-Site Supportive Housing are required to pay 30 percent of their net income for rent and reasonable utilities. Contractors will receive annual funding for supportive housing units developed under this initiative through an OMH contract at the rates identified below. This funding is for rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funding to cover consumer emergencies, as specified in the Scattered-Site Supportive Housing Guidelines.

County/Countries	Funding per Unit
Nassau/Suffolk	\$31,000
Bronx	\$33,500
Albany/Rensselaer/Schenectady	\$25,000
Orange/Sullivan	\$25,000
Onondaga	\$20,000
Erie	\$20,000
Monroe	\$20,500

6. Evaluative Criteria/Program Specific Questions

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

6.1 Program Description

6.1 a. Indicate which County/counties that the agency is proposing to serve. Specify the number of studios, one-bedroom, and two-bedrooms apartments the agency intends to develop and the location of apartments if known.

6.1 b. Describe the characteristics of the young adults to be served, including characteristics of the county/counties where the housing will be located, as well as treatment, educational and job histories, community living skills, social supports, as well as family/family of choice if applicable, community connection, and substance use or forensic history, if any.

6.1 c. Describe and demonstrate the agency's experience and ability to serve young adults with SMI who are leaving institutional settings, foster care, or homeless shelters and may have co-occurring Substance Use Disorders and trauma.

6.1 d. Describe and discuss the possible service needs of young adults including those who may not yet have formed a productive vocational/educational plan, who may have a limited support network/resources, as well as those needing additional real-world skills to become independent adults. The discussion should include, but not be limited to financial literacy, household management, cooking and nutrition, socialization, job training/employment, real-world skills, education, symptom management, medication oversight, parenting support and pre-natal care. Include the agency's ability to serve young adults who become a parent while in supportive housing.

6.1 e. Describe the agency's role in providing direct services and/or the process for developing linkages with Health Homes, treatment providers and support services within the community that can address an individual's additional service needs.

6.1 f. Explain the agency's intentional engagement strategies, support plan development and coordination with other service providers. Attach a sample copy of the assessment tool and sample support plan that will be used with individuals, redact identifying information.

6.1 g. Describe the use of age-appropriate peer services and supports.

6.1 h. Explain the process for handling resident emergencies after hours and on weekends.

6.2 Program Development and Implementation

6.2.a. Provide a detailed timeline of the agency's ability to develop the apartment units and fill the units in a timely manner.

6.2.b. Provide a detailed description of the referral and admission process. Describe your agency's admission policies and confirm your agreement to expedite admissions and adhere to a low barrier "housing first" approach.

6.2.c. Describe how the agency will provide an orientation to individuals during the admission process. Include details, including but not limited to tenant rights; how to access community resources and the locations of those resources; transportation availability; understanding the conditions of the lease; how to be a good tenant; how to negotiate roommate relationships; the roles of the service providers; and appropriately accessing support during an emergency.

6.2.d. Attach a copy of the proposed lease or sublease agreement. For sublease arrangements, provide the rent collection and rent arrears procedure. Describe the supports provided by the agency to appropriately ensure rent payment is made on time by residents.

6.2.e. Provide a detailed description of how the agency will support the individual if they are facing eviction by the landlord. Include a description of the range of interventions that would be used to prevent someone from losing their housing.

6.2.f. Provide a detailed description of how the agency will conduct discharge planning with individuals who choose to leave the program, have progressed in their recovery, and no longer need this level of service, or are no longer eligible. How will the agency support the young adults through this process? Attach the grievance procedure that will be provided to residents.

6.2.g. Provide a staffing plan for this program, including FTEs and a staffing schedule. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Identify the OMH-endorsed Peer Credential for Peer staff that best meets the needs of your target population. Describe initial and ongoing staff training and supervision. Explain the measures your agency will take to recruit and retain experienced employees.

6.2.h. Describe all services to be provided during regular business hours (e.g., Monday through Friday 9-5), as well services to be provided outside regular business hours. Describe the plan for providing emergency and crisis intervention services on a 24 hour a day, 7 day a week basis.

6.3 Agency Experience and Performance

Applicants should answer either question 6.3.a or 6.3.b. and 6.3.c 6.3.d.

6.3.a. Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are recovering from a serious mental illness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report.

6.3.b. Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals recovering from a serious mental illness. The applicant must also describe a situation where successful interventions were used to assist an individual in meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources.

6.3.c. Describe the agency's experience in providing recovery-oriented housing and/or mental health services to young adults with serious mental illness and/or cooccurring disorders. Describe your agency's history and provide a general description of the agency structure. Include an organizational chart.

6.3.d. Describe the extent of your organization's residential and/or programmatic presence and activity in the area(s) for which you are bidding; and how that capacity may benefit the proposed program.

6.4 Diversity, Equity and Inclusion and Peer Support Language

6.4.a. Provide a mission statement for this project that includes information about the intent to serve individuals from marginalized/underserved populations in a culturally responsive trauma-informed way.

6.4.b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

6.4.c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement.

(Information provided should include the individual's title, organizational positioning, and their planned activities for coordinating these efforts).

6.4.d. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:

- workforce diversity (data-informed recruitment);
- workforce inclusion;
- reducing disparities in access quality, and treatment outcomes in the patient population;
- soliciting input from diverse community stakeholders, organizations and persons with lived experience.
- efforts to adequately engage underserved foreign-born individuals and families.
- how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

6.4.e. Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).

6.4.f. Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

6.4.g. Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

6.4.h. Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures).

This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills);
- service descriptions and promotional material.

6.4.i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

6.4.j. For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized, including those that are peer run.

6.5 Financial Assessment

6.5a. Attach an operational budget. Assume a full year of operating funds (see Appendix B). Start-up expenses should be included in the Year 1 budget. The start-up should include the amount needed for the establishment of the units, including cost of staffing, broker fees, security deposits, furniture, moving expenses and other expenses. Show sources of income including client “rent” and OMH funding. Applicants should list staff by position, full-time equivalent (FTE), and salary.

6.5b. Describe how client and, when applicable, non-client, rent will be calculated. Explain how the agency plans to address emergencies in conformance with the Supportive Housing Guidelines. Highlight other sources of funding, if any. Describe how the agency manages its operating budget. Also, bidders must complete a Budget Narrative which should include the following:

- detailed expense components that make up the total operating expenses;
- the calculation or logic that supports the budgeted value of each category;
- Phase-in schedule – please describe how many apartments your agency will be developing each month (studios/one bedrooms). Please note: Your agency’s phase-in schedule will determine the rental costs and client contribution in Year 1 (the start-up budget). There are no additional start-up funds available. Lower rental costs in Year 1 will allow your agency to purchase furniture and cover security deposits, broker fees, etc.
- description of how salaries are adequate to attract and retain qualified employees; and
- description of how apartment rental assumptions and utility costs are calculated within the geographic area in which they are located.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with the proposal, which may be found in the pre-submission uploads in the Grants Gateway. Do **not** substitute the agency’s budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject the proposal for non-responsiveness.**

6.5c. Describe the fiscal viability and health of the applicant agency, including the history of successfully managing public grant funding. Include results from the agencies independent audit with the result of an “unqualified”, or “clean” opinion. If the audit resulted in a qualified opinion, please describe and discuss corrective actions taken.