



HBCI Traditional Statewide Q & A

1. 4 out of the 5 county regions we are looking to provide services to are classified as rural, as such, the staffing ratio is 1 supervisor to 4 interventionists. Since we are unsure of the need in these 4 rural counties, do we need to delegate staff to a particular county, or can we have flexibility to deploy staff within a region as need dictates? We understand the need to take caseload proximity into consideration due to the nature of the daily contact.

ANSWER – We would anticipate that the program would have an understanding of the community needs in their proposed catchment area. Applicants should consider the ability to respond within the timelines outlined in the HBCI program guidance and the RFP, including documented discussions with the LGU’s of a proposed catchment area regarding the service needs in their county(ies).

2. We are an existing provider in another county not identified in the RFP. We have received a letter stating we may submit a request for expansion. Could we request the expansion into the 5 counties that are listed in the HBCI Statewide RFP through the same process, or do requests for expansion outside the county we are funded require application through the Statewide RFP application?

ANSWER – An existing HBCI provider can choose to apply for an application for expansion into a county not currently covered by HBCI, and/or may choose to submit a proposal in response to this RFP.

3. In the press release, it details funding to create 11 teams working with children/youth ages 5-21. But on the top of page 5 in the RFP, it notes that only two awards will be available statewide. Can you clarify how many awards are available in Erie and Niagara County.

ANSWER – Please refer to the correct RFP (HBCI Statewide) and review the chart found on page 5.

4. For the two RFPs, HBCI Statewide (Traditional) and HBCI MH/IDD – the former only funds programs north of the Mid-Hudson Region. The latter (MH/IDD) funds 2 programs, one for NYC/LI and one for rest of state. Given that the RFP language appears identical, what are the difference between these two RFPs? An organization applying for the HBCI MH/IDD funding for rest of state could submit the same proposal for the HBCI Statewide (Traditional) RFP? As a note, by clumping together NYC/LI in the MH/IDD RFP, the funding seems insufficient for the scope of work requested.

ANSWER – When reviewing each RFP individually, you will notice a difference in the target population to be served and the methods in which the team uses to engage each population.

RFP responses should be representative of each individual RFP, should a team decide to apply for both opportunities.

5. Is there an escalation clause for each year of the 5 year term?

ANSWER – OMH obtains the budget authority on all contracts to account for potential cost of living advances (COLA) or other government mandated increases. However, the increases are not controlled by OMH and must be passed by the NYS Legislature in the yearly budget. There is no other escalation cost worked fiscally into the contracts.

6. Can we bill Medicaid for eligible cases to bridge the gap between the RFP award and our operating costs?

ANSWER – HBCI is not a Medicaid billable service.

7. Is OMH prioritizing certain counties listed on the eligible counties chart on page 5 of the RFP?

ANSWER – Counties outlined in the RFP are without HBCI programs and therefore in need of coverage.

8. The RFP states that funding available for 1 Supervisor and 4 Interventionist teams for upstate is higher (\$513,686) compared to downstate (\$483,386). Can you confirm this is accurate?

ANSWER – The funding amounts listed in the RFP are accurate. It is assumed that upstate counties with overall larger territories to cover will require more funds for mileage reimbursement.

9. Would a licensed OPWDD provider, which meets the national criteria for START certification as a provider, be eligible for this RFP or is this just for OMH licensed providers?

ANSWER – Please refer to Section 2.4 where the criterion for eligible agencies is outlined.

10. What elements should be included in the staffing plan to provide a complete answer (e.g. FTE's, hours of operation)?

ANSWER – Please refer to 6.5c for the requested elements of the staffing plan.

11. If a proposal seeks to serve two rurally designated counties, may the applicant propose to implement the .5 to 2 staffing ratio since both counties are rurally designated?

ANSWER – Yes, the proposed staffing ratio should be representative of the identified county and population to be served. It is expected that the staffing plan will adequately cover the proposed catchment area and will respond to referrals within the timelines outlined in the HBCI program guidance.

12. Why is the state aid available to downstate teams less than the state aid available to upstate teams? Typically, downstate state aid is higher than upstate state aid to adjust for cost of living, higher operating costs, etc.

ANSWER –Please see question #8.

13. Why is the state aid available for the rurally designated teams ($\$328,351/2.5 \text{ FTE} = \$131,340.40$ per FTE) greater per FTE than for the non-rurally designated teams (Downstate Team $\$483,386/5 \text{ FTE} = \$96,677.20$ per FTE and Upstate Team $\$513,696/5 \text{ FTE} = \$102,737.20$ per FTE)?

ANSWER – Please see question #8.

14. Will an application score more competitively if all counties in a given region are proposed to be served?

ANSWER –No. Additional points will not be awarded if a program chooses to serve more than one county in a region.

15. Will an application score more competitively if two counties in a given region are proposed to be served?

ANSWER –No. Additional points will not be awarded if a program chooses to serve more than one county in a region.

16. Are the required letters from each county's LGU scored components of the application?

ANSWER – The letters that applicants send to the LGU(s) are an Eligibility/Threshold consideration. If the communication as indicated in the RFP is not provided, the application will not be considered/reviewed.

17. The Operating Budget form from Grants Gateway lists Travel, Training, Supplies, Laptop/Tablet, Cell Phones, Data Plan, and Service/Wraparound Funds specifically in the OTPS section of the budget. Are these the only allowable OTPS expenses – e.g. may a budget include property expenses (office lease, utilities, etc.)? If other OTPS expenses are allowable, should they be listed below the already listed OTPS expenses? Are the listed OTPS budget categories required programmatic expenses? Are sign-on bonuses allowable expenses? Are retention bonuses allowable expenses?

ANSWER – The listed OTPS categories are suggestions; applicants will submit a budget for review as part of the RFP process.

18. On page 5 of the RFP, it states "Applicants may propose to serve more than one county with one HBCI program". If applying to serve multiple regions, could you propose one program to serve two or three neighboring counties – even if those counties exist in separate regions (i.e. 1 HBCI program serves Cortland, Cayuga and Wayne Counties)? Or can

one HBCI program only serve multiple counties as long as they are grouped in the same region?

ANSWER –Applicants can serve multiple counties regardless of the Economic Development Region they are located in.

19. On page 22 of the RFP, it states “If an applicant demonstrates barriers to recruiting and hiring a Master’s-level Interventionist, a staffing plan including Bachelor’s level Interventionists will be considered.” Does this mean if we currently have been experiencing barriers to recruiting and hiring Masters Level Interventionists, we should create a staffing plan that embraces the likelihood of employing Bachelor’s-level Interventionist (and building our HBCI staffing plan around this probability)? Or does this mean, if we are awarded the contract, and we begin experiencing barriers to hiring Masters Level Interventionists, we will be able to adjust our staffing plan – post-award – to include Bachelor’s level Interventionists (and OMH will consider a modification)?

ANSWER – Master’s level staff are preferred, and the funding allows for competitive salaries for a Masters level individual. It is expected that recruitment for awarded programs will first target Masters level staff and then transition to Bachelors level with experience if necessary.