



**Supportive Housing Single Room Occupancy
(SP-SRO) Housing for Adults with
Serious Mental Illness**

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Fall 2023

(On-Line Submission Required)

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1. Introduction and Background

1.1. Purpose of the Request for Proposal (RFP)

The New York State Office of Mental Health (OMH) is committed to investing in permanent housing for individuals with a serious mental illness. Based on the need for additional safe and affordable permanent housing opportunities to support this mission, OMH is announcing this Request for Proposals (RFP) for the development and operation of up to 750 Supportive Housing Single Room Occupancy (SP-SRO) units throughout the state.

1.2 Target Population/Eligibility Criteria

The target population is individuals with a serious mental illness who meet one of the following criteria:

- Individuals with a serious mental illness who are being discharged from State-operated Psychiatric Centers (PC's) or State-operated residential programs,
- Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of permanent housing,
- Individuals with a serious mental illness residing in New York State who are high users of Medicaid Services and referred by Health Homes,
- Individuals with a serious mental illness experiencing street homelessness and those in temporary shelter settings,
- Individuals with a serious mental illness who are current residents of an OMH licensed Apartment Treatment Program, Community Residence or Community Residence – Single Room Occupancy (CR-SRO) operated by a voluntary provider agency, prioritizing individuals who have a Length of Stay (LOS) greater than two (2) years, OR
- Individuals, 18 years or older, with a serious mental illness who are being discharged from a Residential Treatment Facility.

It is the expectation that at least 50% of referrals should come from state psychiatric centers, where appropriate referrals exist. This expectation may be met either through direct referral, or through backfill where a community residence or CR-SRO opening is created for the psychiatric center referral.

Applicants may not include other funding sources for the development of these programs which place limitations on which of the target populations listed above may be admitted to the OMH units.

Please note that within these target population groups, individuals with an Assisted Outpatient Treatment (AOT) order must receive priority access.

1.3 Awards

Awards of SP-SRO units will be made in each of the OMH five (5) regions. Western New York, Central New York, Hudson River, and Long Island regions will be awarded 75 – 100 units per region. New York City will be awarded 375 – 425 units. Through this opportunity, OMH is making available capital funding to support the development of the 750 supportive units. Successful applicants will be required to secure additional capital funding to support the development of affordable units within the project. Applicants may propose to locate the project centrally in order to serve individuals from multiple counties.

1.4 Referrals

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), Safe Options Support (SOS) teams, Assertive Community Treatment (ACT) teams and Intensive Mobile Treatment (IMT) teams

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:

Amanda Szczepkowski
Contract Management Specialist 2
New York State Office of Mental Health Contracts and Claims, 7th Floor
44 Holland Avenue, Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	11/15/2023
Questions Due 2:00:00 PM EST	11/29/2023
Questions and Answers Posted on Web*	12/13/2023
Proposals Due 2:00:00 PM EST	01/18/2024
Award Notification*	03/13/2024
Anticipated Contract Start Date	05/01/2024

*Anticipated

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing with “SP-SRO RFP 2023” in the subject line to the Issuing Officer by email at:

OMHLocalProcurement@omh.ny.gov by 2:00 PM on the “Questions Due” date indicated in

Section 2.2. The question should include the section in the RFP the question pertains to. **The subject line of your email must state ‘SP-SRO 2023 RFP**. The questions and official answers will be posted on the OMH website on the “Questions and Answers Posted on Website” date indicated in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person. **Please be advised if the Subject Line is not indicated as instructed in this Section, OMH cannot guarantee that the Question will be listed in the published Questions and Answers.**

2.4 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.

2.5 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have demonstrable experience in operating housing social services to individuals with serious mental illness. 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 and Answers and be post on the date indicated in Section 2.2.

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 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.8 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.7, by the proposal due date indicated 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](#) and complete the Vendor Prequalification process in order for proposals to be evaluated and any resulting contracts executed. Prequalification only applies to Not-for-Profit applicants.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST as indicated in section 2.3 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 their prequalification information will be reviewed if they do not adhere to this timeframe.

2.8 Instructions for Bid Submission and Required Format

NOTE: For any application that does not contain all the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.

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 Microsoft Edge 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.

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 (Proposal Completion, Policy, and Registration questions):
grantsgateway@its.ny.gov or by phone at 518-474-5595.

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, in the agency’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 a bidder whose conduct fails to conform to the requirements of the RFP;

- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;
- Change any of the scheduled dates;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected bidder prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.
- Reallocate units that have not been developed within three (3) years of award notification date to another successful applicant, regardless of the region, to meet the intent of this RFP.

3.2 Debriefing

OMH will issue award and non-award notifications to all bidders. Non-awarded bidders may submit a written request for a debriefing within 15 business days of the OMH dated letter, requesting feedback on their own proposal, regardless if it was selected for an award, or disqualified. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

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

Operating contracts shall be written for a total period of five (5) years. There will be capital contracts before the operating contracts begin, capital contracts will begin no earlier than 5/1/2024. PDG contracts will begin approximately 6 months before operating contracts. OMH reserves the right to change the first year's contract term, as stated above. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract. The Master Contract Form is available on the Grants Gateway.

3.5 Minority and Women Owned Business Enterprises and Service-Disabled Veteran 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 16% goal for Minority-owned Business Enterprise ("MBE") participation, a 14% goal for Women-owned Business Enterprise ("WBE") participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises ("SDVOB") participation 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 agreement, 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 actually paid to MWBEs for work performed or materials

supplied under the grant disbursement agreement.

By submitting an application, 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 a 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 M/WBE 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.

With respect to SDVOBs, information about SDVOB certification and set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp> which provides information about SDVOB certification and guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

Contractor agrees, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use NYS certified Service-Disabled Veteran-Owned Business Enterprises (SDVOBs) in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Contractor acknowledges being subject to the provisions of Executive Law Article 17-B and the applicable regulations (9 NYCRR Part 252), and that the directory of NYS certified SDVOBs is located at:

http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf. Contractor acknowledges that the

SDVOB utilization goal for this Agreement is 6%. Contractor further acknowledges that this requirement is separate and distinct from the similar requirement to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law, Article 15-A).

3.6 Equal Employment Opportunity

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A – 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 Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment 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 and shall require each of its Subcontractors to 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 non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment 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.

3.7 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 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at: <https://sdves.ogs.ny.gov/business-search>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov 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.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires bidders 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 bidder cannot make the certification, the bidder 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

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be reviewed and scored based on an evaluation of each bidder's written.

The Evaluation will apply points in the following categories as defined in Section 5.4.

Technical Evaluation	Points
Population	20
Readiness	15
Agency Experience and Performance	15
Diversity, Equity and Inclusion and Peer Support	10
Program Plan and Staffing	20
Financial Assessment	20
Total Proposal	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.4

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.

4.3 Process for Awarding Contracts

4.3.1. Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.4 of this RFP.

Applicants will be rated based on their final total score and the applicants with the passing scores will receive a conditional award. Applicants that receive a final total score of less than 70 will be ineligible to receive funding. Once a bidder receives a conditional award through this RFP process, it must begin to actively search for and identify a viable project. When a potentially viable site has been identified, OMH will fund an appraisal and feasibility study.

Conditional awardees will be able to reserve units when OMH confirms the following:

- An appraisal (if necessary) and feasibility study has been completed
- The site identified can accommodate the proposed project.
- Acquisition and development costs are within an amount OMH capital can support.
- Capital funding for the non-OMH units in the project has been identified with evidence of support from the funder.

Once OMH confirms the above, the set aside of units (including both Capital and Operating funding) will be reserved for the project. Units will continually be committed to projects until the full allocation associated with this opportunity is met. In the event that the applicants with a passing score of 70 request over the maximum number of units allowed for any region, awards will be made on a “first come/first served” basis. The earliest submission(s) will be given the full number of units requested until the maximum for that region is reached. In the event an applicant is timely enough to receive an award, but there is not enough capacity remaining in that region to give them a full award, Partial award(s) will be made up to that maximum amount.

Following an awardee securing units, the agency is expected to:

- Continue to collaborate with OMH’s Bureau of Housing Development and Support to prepare a Project Justification that can be used to submit the project for NYS Division of Budget (DOB) approval.
- Enter into a Capital Contract and cooperate with all financing requirements in a timely manner upon DOB approval.
- Successfully complete the Community Notification process as applicable.

A successful and selected applicant is reminded that capital grant award funding is not final or approved for expenditure until such time as the DOB and the Office of the State Comptroller (OSC) has approved the specific project and its associated Capital contract. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an applicant until the applicable action(s) listed above occur.

4.3.2 Reallocation Process

There are a number of factors that may result in some or all of the SP-SRO Housing units allocated to one or more contractors being reallocated. This includes, but is not limited to, failure to develop the housing within the approved time frame, lack of referrals and retention of

clients in the housing. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

4.4 Award Notification

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

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

5. Scope of Work

5.1 Introduction

This RFP is issued to provide Supportive Housing - Single Room Occupancy (SP-SRO) housing for up to 750 housing units Statewide for individuals with a serious mental illness and/or co-occurring disorder of substance abuse who meet the criteria outlined in section 1.2.

5.2 Description of Supportive Housing Single Room Occupancy (SP-SRO)

OMH Supportive Housing SRO, also known as SP-SRO housing, a mixed-use model of housing where individuals recovering from a SMI live in an integrated setting with other community members in affordable units. The SP-SRO model is designed to provide safe and affordable long term or permanent housing options; provision of community integration and tenancy stabilization services necessary for Residents to succeed in their preferred housing, meaningfully integrate into the community, and achieve the goals they define for themselves; and providing flexibility so that Residents may remain in the housing of their choice while services change to meet their varying needs. The living units may be designed as studios or one-bedroom apartments, or multi-bedroom units if the applicant proposes to serve families. It is the expectation of this RFP that only one service recipient would occupy a single housing unit.

Mixed-use projects must comply with OMH's Olmstead standard, with no more than 50% of the units reserved for individuals with disabilities (no more than 60% in New York City).

The provider must maintain 24-hour front desk security, provide person-centered, flexible services, and maintain linkages to other services in the community. The on-site services should reflect evidence-based practices that promote wellness and recovery and be consistent with OMH's commitment to disparities elimination and cultural competence. They should be geared to help residents maintain physical and emotional health, participate in therapeutic and rehabilitative programs, assist with educational and employment opportunities, sustain healthy relationships, and generally improve the quality of their lives. Staff should have the skills and experience necessary to help residents set meaningful goals, develop mastery over their psychiatric illness, and make progress towards their own personal recovery. Supports for individuals with co-occurring substance abuse disorders should also be provided.

Supportive Housing programs funded through this initiative are expected to maintain low-barrier admission policies and promote a rapid transition to housing. To advance this objective, credit and background checks on potential supportive housing tenants are prohibited. Further,

requirements such as sobriety or community tenure must not impact acceptance. Agency admission policies should be designed to screen in applicants with the greatest need and must not place an undue burden on the referring entity or recipient.

A SP-SRO is considered permanent housing. Providers must abide by the OMH "Supportive Housing Guidelines". Other than 24-hour front desk coverage, 24-hour staffing is not required. Tenants should have access to supportive services as needed. Supportive services may be separate from the housing or may be provided by on-site staff. Providers should demonstrate how they will integrate services for the SP-SRO tenants with other services that the agency already operates. The guidelines will be available to applicants on the OMH website at [Supportive Housing Guidelines 2022 \(ny.gov\)](https://www.omh.ny.gov/omhweb/supportive-housing-guidelines-2022)

Agencies will have the ability to incorporate units receiving operating funding from other sources, such as the Empire State Supportive Housing Initiative (ESSHI). OMH expects the number of units a building will accommodate will vary depending on geographic location and neighborhood density, therefore there is no set minimum or maximum number of units that one bidder can propose to develop. All mixed-use housing proposals are subject to OMH review and approval on an individual case by case basis.

For all housing developed under this RFP, the initial referrals and tenancy will be managed in conjunction with the Regional Field Office and in collaboration with OMH's local government partners, including the Single Point of Access.

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy.

5.3 Reporting Requirements

Agencies that receive an allocation of housing resources under this RFP must agree that these units will only be filled with individuals specified in the target population definition.

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

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

The agency will also be required to accept referrals from the Single Point of Access (SPA/SPOA) for housing and provide updates on housing vacancies to the SPA/SPOA. In addition, If the program is to be located in New York City the agency will be expected to notify Center for Urban Community Services (CUCS) via the Coordinated Assessment and Placement System (CAPS) of vacancies.

5.4 Funding

5.4.1 Operating Funding

The funding to support on-going operational needs is budgeted at the current SP-SRO rate

below:

SP-SRO Annual Fiscal Model as of April 1, 2023

Region	SSI	Net Deficit	Total Gross Funding
NYC	\$ 3,243	\$ 25,276	\$ 28,519
Western	\$ 3,243	\$ 20,659	\$ 23,902
Central	\$ 3,243	\$ 20,659	\$ 23,902
Upper Hudson River	\$ 3,243	\$ 20,659	\$ 23,902
Lower Hudson River	\$ 3,243	\$ 23,671	\$ 26,914
Long Island	\$ 3,243	\$ 23,785	\$ 27,028

*Debt Service is not included in SP-SRO fiscal model above.

Model funding to support the operation of awarded SP-SRO units is regional and will be funded annually (see chart above).

SP-SRO programs are funded through a combination of client SSI 'Living Alone' income and OMH net deficit funding. In 2023 annual SSI revenue is anticipated to be \$3,243 (assumes a 90% collection rate). OMH net deficit funding is cited above. Programs developed with OMH capital are also eligible for additional funding to pay debt service costs related to the project.

5.4.2 Capital Funding

OMH Capital Funding

Capital can fund property acquisition, construction and/or rehabilitation, pertaining to awarded units, subject to the approval of the NYS Division of the Budget. OMH reserves the right to limit funds for property acquisition up to the appraised value of the property and to determine appropriate per bed and per square foot costs for construction.

OMH will provide technical assistance as well as coordinate the request of necessary studies including appraisals and architectural feasibility reports to evaluate a potential site.

OMH's capital includes the advance of State Grant Funds during construction, which will be taken out by a municipal tax-exempt bond sale or private mortgage. Debt service payments for this mortgage will be paid on behalf of the Provider as an extension and in addition to the operating funding for the program.

Low-Income Housing Tax Credits

In conjunction with OMH's capital financing program, an agency is encouraged to apply to the New York State Homes and Community Renewal (HCR) for 4% Low Income Housing Tax Credits (LIHTC) to help finance the development of the housing project. Four percent (4%) tax credits are available to the owner of a qualified low-income housing project and can be syndicated, through the sale of limited partner interests, to private investors. This invested equity can be used for construction expenses, property and social services reserves,

developer's fees, and for the costs associated with tax credit syndication. Some of the proceeds will also be used to offset OMH's capital investment.

Mixed-Use Housing

OMH has a history of supporting the development of mixed-use housing in which units for individuals with mental illness as described above are located in the same building as individuals without serious mental illness. While OMH cannot pay for capital and ongoing operating costs associated with non-SMI units, interested developers can consider other funding sources for these units, including but not limited to the U.S. Department of Housing and Urban Development (HUD), the New York City Department of Housing Preservation and Development (HPD), the New York State Homes and Community Renewal (HCR), the New York State Office of Temporary and Disability Assistance (OTDA), low income housing tax credits (LIHTC), etc. OMH reserves the right to review and approve mixed-use housing proposals, which can be developed within OMH timeframes, on a case-by-case basis.

5.5 Proposal Narrative / Program Work Plan Objectives

When submitting proposals for funding under this RFP, the narrative must address all the components listed below. Scoring points will be given for the following components:

5.5.1 Population

1a. Describe in narrative form the characteristics of the population to be served in the SP-SRO including but not limited to likely service history, present functional level, community living skills, existence of social supports, and substance abuse or forensic history.

1b. Describe in narrative form the service needs of the population, specific to the characteristics described in the response above (1a.). Describe the approach that will be used to ensure the successful transition of individuals to permanent housing and their integration into the community.

1c. Describe the need for permanent supportive, and affordable, housing in the county you are proposing to serve. Include data wherever possible, such as occupancy rates, SPOA waitlists, etc.

1d. Describe how the agency prioritizes individuals being referred from OMH PCs, either directly or through backfill. Describe how the agency gives preference to referrals for additional priority populations, including individuals discharging from Article 28 or 31 hospitals or releasing from prison, or individuals experiencing homelessness.

5.5.2 Readiness

2a. Is there a proposed site for the project?

- Do you have site control?
- If yes, provide the address and describe the form of site control.
- If not, describe your plan to identify and achieve site control.

2b. Describe your agency's experience with developing housing for persons with SMI. Highlight your experience securing capital funding, managing complex construction projects, working with outside architects, contractors, and other consultants, and bringing projects to completion on time and within the approved budget. Include a description of the management experience and agency resources which will be available to implement the project. Describe any partnerships your agency intends to undertake for the development and/or management of this site. Address other items such as how zoning issues would be managed, garner community support, project development team readiness, etc.

2c. Provide a detailed timeline of the necessary tasks and milestones, including but not limited to budget development, contracting; bidding; building construction; staffing; licensure; and leasing. Include estimated completion dates and how they will be achieved.

5.5.3 Agency Experience and Performance

Applicant must answer either question 3a. or 3b.

3a. 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 licensing and supportive housing visits to demonstrate that your agency operates 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.

3b. 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 relevant to homeless individuals within the borough proposed to be served.

3c. Detail your agency's experience in providing recovery-oriented housing and services to individuals with a serious mental illness and serving OMH priority populations. Describe your agency's history and provide a general description of the agency structure. Include an organizational chart.

3d. Describe your agency's experience working collaboratively with state-operated psychiatric centers to facilitate discharge to community housing.

3e. Describe the extent of your organization's residential and/or programmatic presence and activity in the area for which you are bidding; and how that capacity may benefit the proposed SP-SRO program.

5.5.4 Diversity, Equity and Inclusion and Peer Support Language

4a. 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.

4b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

4c. 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).

4d. 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.

4e. 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).

4f. 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.

4g. 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.

4h. 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.

4i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

4j. 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.

5.5.5 Program Plan and Staffing

5a. Identify the total number of dwelling units you intend to develop for this SR-SRO including a breakout of units for the SMI population and affordable units. Provide the unit configuration for the project including both the supportive and affordable units (e.g., number of studio and one-bedroom units).

5b. State your agency's commitment to accept referrals from the Housing Single Point of Access (SPOA/SPA) and which county(ies) SPOA referrals will be accepted from.

5c. Describe tenant eligibility requirements for the proposed project and

procedures. Include timelines for acceptance, interface with the Housing SPOA and collaboration with referral sources to ensure a smooth transition for the person being housed. Describe how the agency will implement low barrier admission policies and promote a rapid move into housing.

5d. Describe the services that will be provided directly by the sponsoring agency and how they address the needs of the population identified. Applicants are encouraged to submit a sample calendar that demonstrates intended activities, including but not limited to groups, celebrations, consumer committees, social activities, etc.

5e. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Indicate how these services support the residents' recovery from mental illness and substance abuse. Describe how all services will consider the cultural and linguistic needs of the individual. Describe the resources your agency will use to meet the needs of individuals who move directly from institutional settings.

5f. Describe resident assessment procedures and the development of a person-centered, strengths-based service plan developed in coordination with the consumer and other collaterals, as appropriate. Attach a copy of any resident assessment tools and a sample service plan. Describe the process of service planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.

5g. Describe rent collection, eviction, and turnover procedures. Explain eviction prevention measures that will be utilized.

5h. Provide a staffing plan. 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. Describe initial and ongoing staff training and supervision. Explain staff retention efforts. Describe the availability of peer support. Explain the process for handling resident emergencies after hours and on weekends.

5.5.6 Financial Assessment

6a. Using Appendix B, develop an operating budget in the identified columns on the Budget template. Assume a full year of operating funds based on the funding amounts provided in Section 5.3. Show all sources of income, including SSI from consumer fees. Applicants should list staff by position, full-time equivalent (FTE), and salary.

The operating budget must include service expenses, and estimated property related expenses for the OMH-funded Supportive Housing units. Applicants should also identify other sources of revenue in addition to

OMH funding, such as project-based Section 8 vouchers or other rental subsidies, if applicable. Please note that approval of an operating budget will be finalized once the selected applicant has been chosen.

6b. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants 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; and
- Description of the agency's salaries and how they are adequate to attract and retain qualified employees.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in Grants Gateway. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**

6c. Describe the fiscal viability and health of the applicant agency, including the history of successfully managing public grant funding.