



**Office of  
Mental Health**

# **Community Mental Health Loan Repayment Program: Psychiatrists and Advanced Practitioners**

## **CMHLRP 2025 Prescriber RFP**

### **Program Overview**

**Application Deadline: October 20, 2025**

**Email Applications to: [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov)**

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## CMHLRP 2025 Prescriber RFP Overview

The Office of Mental Health (OMH) is awarding state aid grants to community agencies that provide eligible community mental health programs who wish to offer student loan repayment funds to eligible new or existing psychiatrists and/or advanced practitioners: psychiatric nurse practitioners (PMHNPs) and psychiatric physician assistants (PAs).

Eligible agencies may apply **on behalf of** these eligible professionals for funding to be used for the purpose of student loan repayment over the course of a 3-year service commitment providing clinical capacity at the applicant agency's eligible program(s). Award amounts will be based on the clinical capacity schedule provided by the professional for the full three-year service commitment and shall not exceed the professional's total student loan debt at time of application. The **maximum award** amounts available are as follows:

- For psychiatrists, up to \$120,000 for a 3-year commitment providing 40 total and 32 clinical hours/week.
- For advanced practitioners (PMHNPs/PAs), up to \$30,000 for a 3-year commitment providing 40 total and 32 clinical hours/week.

For the CMHLRP 2025 Prescriber RFP, \$6M annually is available for a minimum of 240 awards (120/psychiatrists, 120/advanced practitioners).

This guidance provides information on the **CMHLRP 2025 Prescriber RFP** for prospective applicant agencies considering applying on behalf of newly hired or existing eligible professionals. Additional information is posted to the [OMH RFP page](#).

**Applications are due by 10/20/25 and should be submitted to [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov).**

## Eligibility Requirements

### Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c)(3) incorporation, for-profit agencies, or government entities that provide **community mental health programs** licensed or authorized by OMH in one of the below program type categories:

- Assertive Community Treatment (ACT) teams & Children and Youth ACT teams
- Certified Community Behavioral Health Clinic (CCBHC)
- Children and Family Treatment and Support Services (CFTSS)
  - CFTSS: Other Licensed Practitioner (OLP)
  - CFTSS: Community Psychiatric Support and Treatment (CPST)
  - CFTSS: Crisis Intervention (CI) [Mobile Crisis]
- Children's Crisis Residence
- Children's Day Treatment
- Children's Mental Health and Rehabilitation Services (CMHRS)
- Community Oriented Recovery and Empowerment (CORE): Community Psychiatric Support and Treatment (CPST)

- Community Residence, Children & Youth
- Comprehensive Psychiatric Emergency Programs (CPEPs)
- Continuing Day Treatment (CDT)
- Crisis Stabilization Centers (Intensive & Supportive)
- Home Based Crisis Intervention (HBCI)
- Inpatient Psychiatric Units under Article 28 and Article 31
- Intensive Crisis Residence
- Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS)
- Mobile Crisis Services
- OnTrackNY Coordinated Specialty Care First Episode Psychosis Program
- Partial Hospitalization (PH)
- Personalized Recover Oriented Services (PROS)
- Residential Crisis Support
- Residential Treatment Facilities - Children & Youth

**Note:** this opportunity is open to community-based providers; state operated facilities are not eligible. OMH Psychiatrists could be eligible to participate in the [OMH Psychiatrist Loan Repayment Program](#), please reach out to [DANY@omh.ny.gov](mailto:DANY@omh.ny.gov) if you have questions.

## Eligible Professionals

Eligible agencies may apply on behalf of psychiatrists, PMHNPs, and PAs, eligible professionals hereafter, who meet all of the following requirements for the **clinical capacity schedule they work at the agency's eligible program(s)** (please see program types listed above in Eligible Applicants).

Eligible professionals must meet all requirements **by the award start date and for the duration of the 3-year service commitment:**

- Are a U.S. citizen or permanent resident alien holding an I-155 or I-551 card (green card)
- Have a current, full, permanent, unencumbered, unrestricted professional license to practice in New York State as a psychiatrist, psychiatric nurse practitioner, or physician assistant
- Are in good standing with:
  - For psychiatrists and psychiatric nurse practitioners – the New York State Department of Health
  - For physician assistants – the New York State Department of Education
- Are not in breach of a health professional service obligation to federal, state, or local government, do not have any judgment liens arising from federal or state debt, and are not delinquent in child support payments
- Have student loan expenses that can be repaid
- Are not fulfilling a service commitment for any other loan repayment program where the commitment period of that repayment program would overlap or coincide with the CMHLRP service commitment period
- Are not the recipient of a current or past CMHLRP award, unless such award was

withdrawn and any CMHLRP funding received has been repaid in full before time of application to this RFP

- If participating in the Public Service Loan Forgiveness Program, have more than 40 payments before forgiveness from 12/21/25.
- Work a clinical capacity schedule (as defined in the CMHLRP Definitions) as a psychiatrist, psychiatric nurse practitioner (PMHNP), or physician assistant (PA) at the applicant agency's eligible program(s) in New York State
  - Academically affiliated contractors may be eligible subject to OMH approval. Additional information should be provided in the Application where requested. Please see the [Definitions & Background](#) document for more information regarding academically affiliated contractors.

**Note:** the eligible applicant agency is responsible for verifying the professional's eligibility, maintaining records of any documents used to verify eligibility, and providing those records to OMH for review upon request. Applications must be completed by an authorized representative of the applicant agency; applications completed by eligible professionals on their own behalf will be rejected.

### Prequalification 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 Grants Management in the State Financial System (SFS) and complete the Prequalification process in order for applications to be evaluated and any resulting contracts executed.

Applications received from eligible not-for-profit applicants who have not been Prequalified by the application due date of 10/20/25, **cannot be evaluated**; therefore, such applications will be disqualified from further consideration.

Applicants that are for-profit or government entities are exempt from Prequalification but **must still register in Grants Management in SFS** to submit applications and receive a contract if an award is made.

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 five (5) days prior to the RFP due date of 10/20/25 may not be considered.** Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

### Sexual Harassment Prevention Certification Requirement

State Finance Law Section 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.

Applications that do not contain the Sexual Harassment Prevention 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 application detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFA. **Applicants must complete and return the certification with their application** or provide a statement detailing why the certification cannot be made.

## Qualifying Student Loan Debt

To be eligible for this program, an eligible professional must have qualified educational loan debt that can be repaid. Qualified educational loans/student loan debt is any student loan that was used to pay graduate or undergraduate tuition or related educational expenses, made by or guaranteed by the federal or state government, or made by a lending or educational institution approved under Title IV of the federal Higher Education Act. Personal loans or loans owed by an individual other than the eligible professional do not qualify.

Eligible professionals tracking payments toward Public Service Loan Forgiveness (PSLF) must have at least 40 payments remaining before forgiveness as of 12/21/25. The applicant agency must verify and provide the number of payments the professional has remaining and the amount of that professional's monthly payments. CMHLRP award amounts are capped at the eligible professional's remaining student loan debt, which will be their outstanding balance or, in the case of PSLF, the amount they are due to repay before loan forgiveness, whichever is less.

In addition to the eligibility requirements at time of application (see Eligible Professionals), the participating professional must continue to make minimum monthly payments during their service commitment period, unless in student loan deferment or forbearance. Student loan delinquency or default would result in ineligibility. Any CMHLRP award funds distributed to the participating professional must be applied in full to the professional's student loan debt.

## Application Submission and Review Process

### Submission

An eligible agency is required to apply **on behalf of** the eligible professional for funds to be used to repay qualified educational loan debt, over a three-year period, up to the balance of total student loan debt, not to exceed \$120,000 for psychiatrists and \$30,000 for PMHNPs/PAs. The application **must** be completed and signed by an authorized representative of the applicant agency and all follow-up questions and application determinations will be communicated directly to the agency contact(s) listed in the application.

The Application Instructions and Form are posted to the [OMH RFP page](#) for the **2025 CMHLRP Prescriber Round**. Eligible agencies **must submit their applications electronically** to [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov). Applications will be accepted through 10/20/25. Regardless of whether the minimum 240 awards have been made, if funding remains, OMH will continue to make awards within available capacity through this date.

## Review

OMH will review all applications in the order in which they are received and in a timely manner. Eligible agencies applying on behalf of multiple eligible professionals simultaneously **must** include a priority order in which they would like those applications reviewed. Multiple applications submitted at the same time will **not** be processed until a **priority order** is provided.

## Notification of Award Decision

All applicants shall be notified in writing by OMH whether the application is accepted, rejected, or waitlisted. Applicants who submit an application that is deemed ineligible or who withdraw an application may resubmit a new application before the application deadline of 10/20/25. When funding has been depleted to a level such that the eligible agency's total requested funding amount cannot be met, at the sole discretion of the Commissioner of the Office of Mental Health, the agency may be offered a reduced award amount.

Applications by eligible agencies will be selected for an award on a first-come, first-served basis if their applications are complete and meet the minimum threshold for an award and funding remains available by region and/or program category. Applications may be waitlisted due to either (1) unavailability of awards in requested region/profession or (2) applicant award maximum met due to criteria utilized to ensure fair allocation amongst eligible agencies.

It is anticipated that a minimum of 240 CMHLRP awards will be made for the **2025 CMHLRP Prescriber RFP**. The funds will be provided directly to the applicant agency, who will enter into loan repayment agreements with each individual participating professional (Agency Loan Repayment and Service Commitment Agreements) and distribute CMHLRP payments to the participating professional(s) as obligated by each agreement.

## Changes to Application

Applicants are required to notify [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov) of any changes to application information and eligibility in a timely manner during the application period and at any time during the 3-year service commitment.

## Withdrawal

An eligible agency may withdraw an application at any time by notifying OMH in writing to [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov). An eligible agency who receives an award but has staff who are subsequently unable to complete the 3-year service commitment or who fail to meet any of the eligibility requirements of the award or resulting contract must notify OMH in writing to [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov) to withdraw the award.

Once OMH has been notified in writing that a participating professional is withdrawing, they will be withdrawn from the program. The eligible agency will be required to return any CMHLRP funding received (please see the Agency Loan Repayment and Service Commitment Agreements section).

## Change in Location of Service Commitment

Eligible participating professionals will be expected to fulfill their three (3) year service

commitment at the agency's eligible program(s) where the award was made. The awarded agency must notify OMH in writing at [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov) of changes in program assignment for approval of continuation of the CMHLRP award, at the discretion of the Commissioner of the Office of Mental Health. Changes in location that result in a change in setting type or a change in OMH Region will be considered on a case-by-case basis based on the eligibility requirements of the specific CMHLRP RFP.

## Deferral of Service Commitment

Eligible agencies are permitted to authorize participating professionals to defer their service commitments for parental leave, military service, Family and Medical Leave (FMLA), or disability. The eligible agency shall notify OMH in writing at [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov), and any deferral periods will be added to the award end date specified in the award. Requests for deferrals for any other reason, excluding any reason that would otherwise make a professional ineligible, should be sent to [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov) for approval.

## Award Amounts

Eligible agencies can apply for a CMHLRP award, the amount of which will be based on the eligible professional's clinical capacity schedule and not to exceed the eligible professional's total qualified debt or the **maximum award** amounts, as follows:

- \$120,000 over three years for psychiatrists who provide at least 40 total and at least 32 clinical hours per week at the applicant agency's eligible program(s) for at least 45 weeks per calendar year.
- \$30,000 over three years for advanced practitioners (PMHNPs/PAs) who provide at least 40 total and at least 32 clinical hours per week at the applicant agency's eligible program(s) for at least 45 weeks per calendar year.

The eligible professional's clinical capacity on which CMHLRP award amounts are based represents the *minimum* weekly work hours the professional will work at the agency's eligible program(s) for the duration of the 3-year service commitment for at least 45 weeks per calendar year, where at least 80% of those hours are **clinical hours** as defined below:

**Clinical Hours:** Time spent on direct care mental health services (Mental health assessment and treatment services provided within that professional's scope of practice, and which cannot be provided without the relevant professional license) with clients, as well as time spent on documentation and follow-up of these encounters.

Unless otherwise approved in writing by OMH, schedules should not be compressed to the point of shifts greater than 12 hours in any 24-hour period. Time spent in on-call status should not be applied toward the clinical capacity schedule.

Awards will be based on the **minimum** clinical capacity schedule of the eligible professional in the case of a variable schedule; hours worked in excess of the eligible professional's minimum clinical capacity schedule shall not be applied to any other workweek or averaged.

Agencies may apply on behalf of professionals who work at more than one eligible program within their agency for the total hours that professional works at those eligible programs. This information should be provided in the Application.



### Award Amount Examples:

- A PMHNP works 22 hours per week with 18 clinical hours. As at least 80% of the nurse practitioner's hours are clinical, this applicant could be eligible for a total award up to \$16,500 over a three-year period, (22 hours being 55% of the 40 hours/week required for the maximum award amount and \$16,500 being 55% of the maximum award amount of up to \$30,000 over a three-year period for PMHNPs).
- A psychiatrist works 35 hour/week schedule where they spend 20 hours on direct care mental health services and 15 hours supervising other clinicians. As the 20 clinical hours in their schedule are less than 80% of 35, this award would be prorated instead based on 25 hours ( $20/25 = 80\%$ ). This applicant could be eligible for a prorated total award of up to \$75,000 over a three-year period, (25 hours being 62.5% of the 40 hours/week required for full-time capacity and \$75,000 being 62.5% of the full award amount of up to \$120,000 over three years for psychiatrists).
- A PA works different schedules throughout the year – between 10 and 15 hours/week, consistently meeting the 80% clinical capacity schedule requirement. This physician assistant could be eligible for a prorated total award up to \$7,500 over a three-year period, (based on the minimum schedule they work, 10 hours, being 25% of the 40 hours/week required for full-time clinical capacity and \$7,500 being 25% of the full award amount of up to \$30,000 over a three-year period for PAs).

### Allocation of Funding

Each OMH region shall be allocated funding for CMHLRP awards by profession as specified in **Table 1: 2025 CMHLRP Prescriber RFP Annual Funding Allocations for FY 2025-2026**. In addition to criteria by region/profession, to ensure a fair and equitable access statewide and within and across agencies, initial awards will be capped at \$150,000 annual funding (i.e., \$450,000 over the course of the 3-year awards) per eligible program and \$450,000 annual funding (i.e., \$1,350,000 over the course of the 3-year awards) per eligible agency. An eligible program is “a community mental health program provided by the applicant agency, subject to the jurisdiction of OMH, falling within the program type categories listed in the Eligible Applicants section of the Program Overview.” An eligible agency is “The applicant. A not-for-profit agency with 501(c)(3) incorporation, a for-profit agency, or a government entity that provides one or more eligible programs.” These allocations are based on a composite of information including existing licensed capacity and staffing, number of locations, and anticipated staffing needs. Once a region has exhausted all their allocated funding for a profession or an applicant has met the program or agency cap, a waitlist of additional applications will be kept.

If all awards have not been made by 10/20/25, at the sole discretion of the Commissioner of the Office of Mental Health, awards may be reallocated to any other region/applicant with a waitlist. OMH reserves the right to prioritize applications waitlisted from eligible agencies that either (1) have non-operational or offline licensed hospital inpatient psychiatric beds, (2) have not been awarded any funding in previous rounds of CMHLRP, (3) are located within rural counties (population of less than 100,000 per [US Census data](#)), or (4) were waitlisted due to unavailability of awards in any region/setting. Waitlisted applications prioritized for the same reason will be reviewed on a first-come, first-served basis, and criteria utilized for priority will be

clearly defined by OMH. The Commissioner will revisit distribution and reallocation of any available awards at least once each fiscal year. Allocations are subject to change as psychiatrist, psychiatric nurse practitioner, and physician assistant shortages and other program needs are identified.

**Table 1: 2025 CMHLRP Prescriber RFP Annual Funding Allocations for FY 2025-2026**

<b>Profession:</b>	<b>Psychiatrists</b>	<b>PMHNPs/PAs</b>	<b>Subtotal</b>
<b>Central NY</b>	\$480,000	\$120,000	\$600,000
<b>Hudson River</b>	\$720,000	\$180,000	\$900,000
<b>Long Island</b>	\$480,000	\$120,000	\$600,000
<b>New York City</b>	\$2,400,000	\$600,000	\$3,000,000
<b>Western NY</b>	\$720,000	\$180,000	\$900,000
<b>Statewide</b>	<b>\$4,800,000</b>	<b>\$1,200,000</b>	<b>\$6,000,000</b>

The above represents the annual funding allocated for CMHLRP awards for FY 2025-2026. Each CMHLRP award has a 3-year term, with 3 annual payments; please see below Distribution of Funding for more. Once a region has exhausted all their allocated funding for a profession or an applicant has met the program or agency cap, a waitlist of additional applications will be kept.

**Table 2: 2025 CMHLRP Prescriber RFP Minimum Award Capacity**

<b>Profession:</b>	<b>Psychiatrists</b>	<b>PMHNPs/PAs</b>	<b>Subtotal</b>
<b>Central NY</b>	12	12	24
<b>Hudson River</b>	18	18	36
<b>Long Island</b>	12	12	24
<b>New York City</b>	60	60	120
<b>Western NY</b>	18	18	36
<b>Statewide</b>	<b>120</b>	<b>120</b>	<b>240</b>

The above is provided for reference and represents the minimum number of awards available by region and profession. If funding remains available for a region/profession, additional awards will be made within the funding capacity (as outlined in Table 1) prior to the waitlist regardless of whether the minimum award numbers in Table 2 have been met or exceeded.

## **Distribution of Funding**

OMH will directly contract with and distribute funding to the eligible agency for CMHLRP awards. Applicant agencies must define payment terms between them (the agency) and their participating professionals within their **Loan Repayment and Service Commitment Agreements** (see the Agency Loan Repayment and Service Commitment Agreements section for more).

OMH will distribute the funding to the eligible agency in annual installments, as follows:

- Payment 1 (Year 1): 1/3 of total award amount, not to exceed \$40,000 for psychiatrist or \$10,000 for PMHNP/PA.
- Payment 2 (Year 2): 1/3 of total award amount, not to exceed \$40,000 for psychiatrist or \$10,000 for PMHNP/PA.
- Payment 3 (Year 3): 1/3 of total award amount, not to exceed \$40,000 for psychiatrist or \$10,000 for PMHNP/PA.

Payment 1 (Year 1) will be made in a lump sum upon the successful completion of **all** the following:

- Agency Verification of Employment Attestation (within Application)
- Agency Verification of Professional's Qualifying Loan Attestation (within Application)
- Agency Verification of Professional's Eligibility (within Application)
- Agency Attestation of Completed and Signed Agency Loan Repayment and Service Commitment Agreement
- Execution of the contract for the award between OMH and eligible agency\*

\*Please be advised that execution of the contract between OMH and eligible agency will not be made until such time the contract is approved by both the NYS Office of the Attorney General and Office of the New York State Comptroller. The contracting process will not begin until the application period (including any possible deadline extensions) has ended, the Commissioner has completed review of any waitlisted applications, and all award determinations have been finalized. Payment 1 is retroactive to the contract start date, which is the start date of the professional's 3-year service commitment, regardless of the timing of the contracting process.

Payment 2 will be made in a lump sum twelve (12) months after the contract start date and Payment 3 will be made in a lump sum twenty-four (24) months after the contract start date, both pending agency attestation to the participating professional's continued eligibility for CMHLRP.

**Note:** Eligible licensed professionals must maintain eligibility and serve the **full** 3-year service commitment to be eligible for **any** CMHLRP funding. For more information, see the Agency Loan Repayment and Service Commitment Agreements section.

## Agency Loan Repayment and Service Commitment Agreements

For each CMHLRP award, the applicant agency must enter into an Agency Loan Repayment and Service Commitment Agreement with **each** participating professional.

**Agencies must consult with their legal counsel** on the accuracy of information contained within the agreement and revise the agreement to meet the specific conditions of the Agency and Professional pursuant to their award(s) under the Community Mental Health Loan Repayment Program (CMHLRP). Agencies may use their own standard agreement, so long as **the requirements of CMHLRP award(s), as follows**, are met.

- Participating professional eligibility requirements, as outlined in the Eligible Professionals section of the Program Overview and including the 3-year service commitment at the agency's eligible program(s) as specified in the CMHLRP Award Letter.
  - Agreements must include the award start and award end dates as specified in the CMHLRP Award Letter. Any deferrals of the 3-year service commitment must

be communicated to OMH in writing. Please see the Deferral of Service Commitment section of the Program Overview for more information. Such changes should be reflected in the participating professional's Agency Loan Repayment and Service Commitment Agreement.

- Agreements must specify that participating professionals maintain all eligibility requirements for the duration of the full 3-year service commitment to receive any CMHLRP award funds.
- The applicant agency's payment terms for distribution of funds to the participating professional including timing and amounts.
- A recoupment mechanism which must be legally binding and enforceable in court by the applicant agency.

Agencies have discretion in the payment terms with their participating professionals but must specify and follow these terms. Agencies have discretion in the specifics of their recoupment mechanism, but it must be included and must be legally enforceable.

Agencies must maintain contemporaneous records for all claims related information and any other data or documents used to demonstrate that an employee was eligible to receive such award, including but not limited to the Agency Loan Repayment and Service Commitment Agreement. All records, data and other information will be made available to OMH for review upon request.

Loan Repayment and Service Commitment Agreements must be completed upon execution of the contract between OMH and the awarded agency.

## **Tax Issues**

Section 10908 of the Patient Protection and Affordable Care Act (PL 111-148) addresses federal taxability of state loan repayment programs that are not part of the Federal State Loan Repayment (SLRP) program. This section puts the state loan repayment programs on par with the federal/state SLRP programs in terms of federal taxability. The relevant text is as follows:

### **SEC. 10908. EXCLUSION FOR ASSISTANCE PROVIDED TO PARTICIPANTS IN STATE STUDENT LOAN REPAYMENT PROGRAMS FOR CERTAIN HEALTH PROFESSIONALS.**

(a)IN GENERAL. —Paragraph (4) of section 108(f) of the Internal Revenue Code of 1986 is amended to read as follows:

"(4) PAYMENTS UNDER NATIONAL HEALTH SERVICE CORPS LOAN REPAYMENT PROGRAM AND CERTAIN STATE LOAN REPAYMENT PROGRAMS.—In the case of an individual, gross income shall not include any amount received under section 338B(g) of the Public Health Service Act, under a State program described in section 338I of such Act, or under any other State loan repayment or loan forgiveness program that is intended to provide for the increased availability of healthcare services in underserved or health professional shortage areas (as determined by such State)."

(b)EFFECTIVE DATE — The amendment made by this section shall apply to amounts received by an individual in taxable years beginning after December 31, 2008.

Based on the above text, loan repayment funds under the CMHLRP should be exempt from federal taxes. However, the above should not be construed as binding tax or legal advice. **Please consult your tax professional for more information about your specific tax situation**, particularly as it relates to New York State taxes.

## **Administrative Requirements**

### **Issuing agency**

This State Aid funding opportunity for eligible agencies is issued by the Office of Mental Health (OMH). OMH is responsible for the requirements specified herein and for the evaluation of all applications. This funding opportunity has been posted on the [OMH public website](#).

Frequently asked questions and answers, example boilerplate Loan Repayment and Service Commitment Agreement, as well as any updates and/or modifications, may also be posted on the above website.

### **Questions**

Questions regarding this funding opportunity and application materials should be submitted to: [OMH.CMHLRP@omh.ny.gov](mailto:OMH.CMHLRP@omh.ny.gov).

Prospective eligible agency applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, should be requested prior to the submission of an application.

To the degree possible, each inquiry requiring additional clarification should cite the application section, paragraph, or numbered item to which it refers. OMH will make every attempt to answer all questions and respond and, as appropriate, post updates to the Frequency Asked Questions (FAQs) for the CMHLRP funds.

Questions and Answers received by 10/13/25 will be posted and updated as necessary (i.e., as they are posed by interested applicants) and in a timely manner. Please make sure to monitor [OMH's website](#) for any/all updates and/or announcements.

### **Issuing Officer/Designated Contact**

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFA from the date of issuance of the RFA until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from making contact with any other personnel of OMH regarding the RFA. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Carol Swiderski  
Contract Management Specialist 3  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, NY 12229

## **Term of Award**

OMH will process State Aid payments directly to eligible agencies under the CMHLRP to cover the cost of agreements with the eligible participating professionals resulting from the approved application. The effective date will be specified in the award upon approval of a completed application.

## **General Specifications**

1. By signing the application each agency attests to the truth of all statements on the application.
2. The eligible participating professionals in such program will possess, at no cost to the State, all qualifications, licenses, and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.
3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this funding opportunity, including the terms and conditions of the agreement between the eligible agency and designated staff.
4. An eligible agency may be disqualified from receiving an award if such eligible agency has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default:
  1. The services to be performed by the eligible agency shall be at all times subject to the direction and control of OMH as to all matters arising in connection with or relating to the contract resulting from this funding opportunity.
  2. In the event that the eligible agency, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this funding opportunity, OMH acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the eligible agency.
  3. If, in the judgment of OMH, the eligible agency acts in such a way which is likely to or does impair or prejudice the interests of New York State, OMH acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this funding opportunity by giving notice in writing of the fact and date of such termination to the eligible agency. In such case the eligible agency shall receive equitable compensation for such services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the eligible agency up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Eligible agency was engaged in at the time of such termination, subject to audit by the State Comptroller.
  4. Specific Provisions of this application:

If the participating professional defaults on his/her/their CMHLRP service commitment with the eligible program(s), the eligible agency shall notify OMH in writing. The professional would no longer be eligible, and the award would be terminated. Further payments would not be made to the eligible agency and all CMHLRP funds provided would need to be returned to OMH.



## Reservation of Rights

OMH reserves the right to:

1. Reject any or all applications received in response to this funding opportunity.
2. Withdraw the funding opportunity any time, at the sole discretion of OMH.
3. Make an award under the funding opportunity in whole or in part.
4. Disqualify any applicant, and rescind any conditional award or contract made to such applicant, whose conduct as a provider does not meet applicable standards as determined by OMH and/or proposal fails to conform to the requirements of the funding opportunity.
5. Seek clarifications and revisions of applications.
6. Use application information obtained through site visits, management interviews and 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 funding opportunity.
7. Amend the funding opportunity specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Direct applicants to submit proposal modifications addressing subsequent funding opportunity amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this funding opportunity.
12. Conduct contract negotiations with the next responsible applicant, should OMH be unsuccessful in negotiating with the selected applicant.
13. Utilize any and all ideas submitted with the applications received.
14. Waive or modify minor irregularities in applications received after prior notification to the applicant.
15. Require clarification at any time during the procurement process and/or require correction of apparent errors for the purpose of assuring a full and complete understanding of an Offerer's application and/or to determine an offerer's compliance with the requirements of the funding opportunity.
16. Negotiate with successful applicants within the scope of the funding opportunity in the best interests of the State.
17. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants; and
18. Award grants based on geographic or regional considerations to serve the best interests of the state and at the Commissioner's discretion.

## Freedom of Information Law

All eligible agencies may be disclosed or used by OMH to the extent permitted by law. OMH may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose. All applications will become State agency records, which will be available to the public in accordance with the Freedom of Information Law. Any portion of the application that an eligible agency believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application. If OMH agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Blanket

assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

## **Protests Related to the Solicitation Process**

Protests based on errors or omissions in the solicitation process or protests of an award decision must be filed within fifteen (15) business days after receipt of the award/non-award letter. The Commissioner or their 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 RFA title and due date. Such protests must be submitted to:

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