



Office of
Mental Health

Community Mental Health Loan Repayment Program (Round 5): OMH & OCFS

2024-25 PROGRAM OVERVIEW

January 2025

Questions? Comments? Email: [OMH CMHLRP](#)

Table of Contents

| | |
|---|-----------|
| Overview | 1 |
| Background..... | 1 |
| Definitions | 2 |
| Program Information 2024-25..... | 4 |
| Eligible Applicant Agencies: OMH..... | 4 |
| Eligible Applicant Agencies: OCFS..... | 5 |
| Eligible Licensed Professionals | 5 |
| Set Aside Eligibility..... | 6 |
| Application Submission and Review Process | 7 |
| Award Notifications..... | 8 |
| Allocation of Funding: OMH | 9 |
| Region Map: OMH | 9 |
| Allocation of Awards: OMH | 9 |
| Allocation of Funding: OCFS | 10 |
| Region Map: OCFS | 10 |
| Allocation of Awards: OCFS | 10 |
| Waitlist | 11 |
| Payment Instructions..... | 11 |
| Prorated Awards..... | 12 |
| Change in Location of Obligation..... | 12 |
| Deferral of Obligation..... | 12 |
| Tax Issues | 13 |
| Prequalification | 13 |
| Sexual Harassment Certification | 14 |
| Employee-Employer Agreement | 14 |
| Administrative Requirements | 14 |
| Issuing agency | 14 |
| Questions | 14 |

| | |
|---|-----------|
| Issuing Officer/Designated Contact | 15 |
| Term of Award..... | 15 |
| General Specifications | 15 |
| Reservation of Rights | 16 |
| Freedom of Information Law | 16 |
| Protests Related to the Solicitation Process | 17 |

Overview

The 2024-25 New York State Enacted Budget includes a \$4 million expansion to the **Community Mental Health Loan Repayment Program (CMHLRP)** for community programs providing mental health services for children and adolescents licensed/designated/funded by Office of Mental Health (OMH) or the Office of Children and Family Services (OCFS) applying on behalf of existing employees or new prospective staff. These funds will support a minimum of 400 awards (200 OMH/200 OCFS) of up to \$30,000 over the course of a three-year employee service obligation to eligible mental health programs for student loan repayment on behalf of eligible licensed professionals with the following titles:

- Licensed master social workers (LMSWs)
- Licensed clinical social workers (LCSWs)
- Licensed mental health counselors (LMHCs)
- Licensed marriage and family therapists (LMFTs)
- Licensed creative arts therapists (LCATs)
- Licensed psychoanalysts
- Licensed psychologists

This guidance provides information on the Community Mental Health Loan Repayment Program only for prospective programs considering applying on behalf of existing employees or new prospective staff. Additional information is posted on [the RFP page](#). **Applications are due by April 30, 2025.**

Background

The U.S. has been forecasting a mental health provider shortage for several years due to rising rates of mental illness and substance use disorder, as well as the decreasing rates of psychiatrists and other professionals. This was before the COVID-19 pandemic, which resulted in [even higher rates of mental health distress](#) due to illness, uncertainty, isolation, and economic hardship. As of August 2024, the State of New York had [192 Health Professional Shortage Area \(HPSA\) designations in Mental Health](#), which is determined primarily by the number of health professionals relative to the population with the consideration of high need. As of April 2024, it was estimated that [only 15.5% of the mental health care need](#) in these New York State designations was being met.

A high priority for workforce capacity is in the child and youth behavioral health workforce, due to the [youth mental health crisis](#). Dedicated support for this workforce is made available through the \$4M appropriation.

Round 5 of the CMHLRP includes licensed mental health professional titles that meet the need for expanded workforce capacity efforts to address critical staffing shortages, including meeting communities where they are, with [more people seeking mental health care in community-based settings](#). Licensed mental health professionals, such as licensed master social workers, licensed clinical social workers, licensed mental health counselors, licensed marriage and family therapists, licensed creative arts therapists, licensed psychoanalysts, and licensed psychologists, (eligible licensed professionals hereafter) are crucial in providing access to mental health services in New York State. Round 5 includes these titles to provide for the increased availability of healthcare services in underserved or health professional shortage areas.

Round 5 will further focus on eligible licensed professionals serving children and adolescents at community programs licensed/designated/funded by OMH or OCFS to increase access and availability of mental health services for children and youth amidst ongoing staff shortages of providers for children and adolescents which have been compounded by the [national emergency in child and adolescent](#)

[mental health.](#)

The CMHLRP Round 5 will provide funding for student loan repayment to help with the recruitment and retention of eligible licensed professionals in community programs that provide mental health services. There will be set asides for diversity, equity, and inclusion, as well as priority mental health assignments, to provide incentives for culturally and/or linguistically diverse individuals to enter or remain in the mental health field and to attract qualified individuals to priority settings.

Services provided in the home, community, and school, are critical in mental health, especially for children and adolescents. These services provide insight into the child's environment and allow for the practicing of skills in natural settings. Such services enable collateral contacts to family and the provision of evidence-based modalities, such as Functional Family Therapy, which require services are provided in the home. Services like School-based Mental Health Outpatient Treatment and Rehabilitative Service (MHOTRS)/clinic satellites are embedded in schools. They provide a unique opportunity to engage children and families who might not seek or be able to access mental health treatment elsewhere and strengthens the capacity for earlier recognition of and intervention for mental health needs. Services provided outside of provider-controlled settings can reduce barriers to engagement including missed appointments, lower levels of interaction and rapport in telehealth visits, and transportation obstacles.

Furthermore, long-standing inadequate levels of cultural and linguistic diversity in the mental health workforce are a concrete driver of [disparities in access, quality, and treatment outcomes](#) for minority/marginalized populations. There is a lack of multilingual mental health professionals available to provide mental health services to New York's linguistically diverse clients. Research has long indicated having services provided in one's own language has much [better outcomes](#) than using auxiliary language supports (such as over-the-phone interpretation).

Definitions

For purposes of this overview, the following definitions will apply:

- **Applicant:** The licensed/designated/funded program applying who will be responsible for executing and implementing the contract(s) with New York State for entering into agreements with eligible participants for loan repayment.
- **Clinical Hours:** Time spent on direct care mental health services with clients, as well as time spent on documentation and follow-up of these encounters.
- **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. The professional scope of practice for [LMSWs](#), [LCSWs](#), [LMHCs](#), [LMFTs](#), [LCATs](#), [licensed psychoanalysts](#), and [licensed psychologists](#) is designated by the New York State Education Department Office of the Professions.
- **Eligible Licensed Professional:** The eligible staff, whether newly hired or existing, that can be nominated by the licensed/designated/funded program (applicant) for receipt of the award. This can be either a LMSW, LCSW, LMHC, LMFT, LCAT, licensed psychoanalysts, and licensed psychologists.
- **Full-Time Clinical Capacity:** Providing at least 40 hours of service (with a minimum of 32 clinical hours) per week for at least 45 weeks per year. Unless otherwise approved in writing by OMH, the 40 hours per week may be compressed into no less than four days per week,

with no more than 12 hours of work performed in any 24-hour period. Time spent in on-call status should not be applied toward the 40-hour week. Hours worked in excess of 40 hours per week shall not be applied to any other workweek.

- **Licensed clinical social worker (LCSW):** An individual who is either currently licensed or possesses a permit to practice as a licensed clinical social worker (LCSW) issued by the New York State Education Department pursuant to Article 154 of the Education Law. Provides all social work services, including clinical services such as the diagnosis of mental, emotional, behavioral, developmental, and addictive disorders, the development of treatment plans, and the provision of psychotherapy.
- **Licensed creative arts therapist (LCAT):** An individual who is currently licensed or possesses a permit to practice as a creative arts therapist issued by the New York State Education Department pursuant to Article 163 of the Education Law. Uses active engagement in the arts to address mental, emotional, developmental, and behavioral disorders.
- **Licensed/Designated/Funded Program:** Any existing or prospective community provider, subject to the jurisdiction of OMH or OCFS, that provides mental health services. They are the applicant (see above).
- **Licensed marriage and family therapist (LMFT):** An individual who is currently licensed or possesses a permit to practice as a marriage and family therapist issued by the New York State Education Department pursuant to Article 163 of the Education Law. Assesses, treats, and implements change in the overall, long-term well-being of individuals, couples, families and those in other relationships.
- **Licensed master social worker (LMSW):** An individual who is either currently licensed or possesses a permit to practice as a licensed master social worker (LMSW) or as a licensed clinical social worker (LCSW) issued by the New York State Education Department pursuant to Article 154 of the Education Law. May provide non-clinical services or clinical therapy only under supervision of an LCSW, licensed psychologist, or psychiatrist.
- **Licensed mental health counselor (LMHC):** An individual who is currently licensed or possesses a permit to practice as a mental health counselor issued by the New York State Education Department pursuant to Article 163 of the Education Law. Provides mental health counseling and psychotherapy, clinical assessment and evaluation, treatment planning and case management, prevention, discharge, and aftercare services.
- **Licensed psychoanalysts:** An individual who is currently licensed or possesses a permit to practice as a psychoanalyst issued by the New York State Education Department pursuant to Article 163 of the Education Law. Uses assessment instruments and mental health counseling and psychotherapy to identify, evaluate and treat dysfunctions and disorders for the purpose of providing appropriate psychoanalytic services.
- **Licensed psychologist:** An individual who is currently licensed or possesses a permit to practice as a psychologist issued by the New York State Education Department pursuant to Article 153 of the Education Law. Is a health care professional who diagnoses and treats mental, nervous, emotional, and behavioral disorders and ailments.
- **OCFS:** The New York State Office of Children and Family Services.
- **OMH:** The New York State Office of Mental Health, a State entity authorized to administer

the CMHLRP.

- **CMHLRP:** The Community Mental Health Loan Repayment Program, administered by OMH. Round 5 of the CMHLRP is open to programs licensed/designated/funded by OMH or OCFS.
- **Part-Time Clinical Capacity:** Providing less than 40 hours of service (with a minimum of 80% of those hours of service being clinical hours) per week for at least 45 weeks per year. Unless otherwise approved in writing by OMH, part-time 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 part-time schedule for purposes of determining a prorated award. Awards will be prorated based on the minimum part-time schedule of the eligible licensed professional in the case of a variable schedule; hours worked in excess of the eligible licensed professional's minimum part-time schedule shall not be applied to any other workweek or averaged. For examples and further details on prorated awards, see [Prorated Awards](#).
- **Qualified educational loans/debt:** 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.
- **Qualifying loan payments:** Participating professionals must continue to make their monthly loan payments, unless in forbearance/deferment. Participating professionals will become ineligible if they enter delinquency or default on student loan payments. Any CMHLRP award funds received must be applied to the balance of the participating professional's student loan debt.
- **Service Obligation:** A three-year commitment that the eligible licensed professional makes to provide the full or part-time clinical capacity at the eligible program, as indicated in the application to the OMH Community Mental Health Loan Repayment Program and upon which an award is made, while maintaining all other [eligibility requirements](#). The three-year service obligation start date is the start date of the award.

Program Information 2024-25

Eligible Applicant Agencies: OMH

Providers of **community mental health programs licensed/designated/funded by OMH** in one of the below categories may apply on behalf of eligible licensed professionals.

Programs specific to Children and/or Adolescents:

- Children and Youth Assertive Community Treatment (ACT)
- Children's Crisis Residence
- Children's Day Treatment
- Children's Mental Health Rehabilitation Services (CMHRS)
- Children and Family Treatment and Support Services (CFTSS) programs:
 - Crisis Intervention (CI) [Mobile Crisis]
 - Community Psychiatric Support and Treatment (CPST)
 - Other Licensed Practitioner (OLP)

- Adolescent Community Residence for Eating Disorder Integrated Treatment Program (CREDIT)
- Residential Treatment Facility – Children & Youth
- Community Residence, Children & Youth
- Home Based Crisis Intervention (HBCI)
- Critical Time Transition Program (CTTP)

Programs that serve Children and/or Adolescents **and** can attest that the eligible licensed professional serves at least 50% children and/or adolescent referrals:

- Comprehensive Psychiatric Emergency Program (CPEP)
- Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS)
- Partial Hospitalization (PH)
- Certified Community Behavioral Health Clinic (CCBHC)
- Crisis Stabilization Center (Intensive and Supportive)

Programs in hospitals that serve Children and/or Adolescents **and** can attest that the eligible licensed professional serves at least 50% referrals for beds licensed to children and/or adolescents:

- Article 28 hospital inpatient psychiatric units
- Article 31 freestanding inpatient hospital programs

Note: Programs with an OMH Operating Certificate that does not include adults are exempt from the attestation requirement.

Eligible Applicant Agencies: OCFS

Providers of **community programs licensed by OCFS that provide mental health services to children and/or adolescents** in one of the below categories may apply on behalf of eligible professionals. Eligible programs **must** require practitioners to provide direct care mental health services within the scope of their license; see Eligible Professionals below for additional practitioner eligibility criteria.

- Voluntary Foster Care Agencies (VFCAs)
 - Article 29Is
 - Non-Article 29Is
 - Limited Secure Programs (LSPs) approved under Close to Home
- Runaway and Homeless Youth programs (RHYS)

Eligible Licensed Professionals

Licensed/designated/funded programs will be able to apply on behalf of eligible professionals for the **full award amount**, (over the course of the three-year employee service obligation, up to the balance of total student loan debt, not to exceed \$30,000) who meet **all** the following criteria:

- A U.S. citizen or permanent resident alien holding an I-155 or I-551 card (green card)
- Still has student loan expenses that can be repaid
- Not participating (i.e. tracking time, fulfilling a service obligation, or receiving funding) in both the CMHLRP and any other loan repayment/forgiveness programs simultaneously, including but not limited to: NYS Licensed Social Worker Loan Forgiveness Program (LSWLF), Public Service Loan Forgiveness (PSLF), or New York City's Behavioral Health Loan Repayment Program (BH4NYC)

- Not in breach of a health professional service obligation to federal, state, or local government, or have any judgment liens arising from federal or state debt; and must not be delinquent in child support payments
- In good standing with the [New York State Education Department](#)
- Licensed to practice in New York State by the time the service obligation begins
- Working or planning to work full time clinical capacity as a LMSW/LCSW/LMHC/LMFT/LCAT/licensed psychoanalyst/licensed psychologist within eligible OMH or OCFS licensed/designated/funded community programs, providing [direct care mental health services](#) to children and/or adolescents in New York State

Note: Providers may apply for a **prorated award** on behalf of eligible licensed professionals who work or plan to work part time clinical capacity as a LMSW/LCSW/LMHC/LMFT/LCAT/licensed psychoanalyst/licensed psychologist within eligible OMH or OCFS licensed/designated/funded community programs that provide mental health services in New York State. For examples and further details on prorated awards, see [Prorated Awards](#).

Set Aside Eligibility

OMH Priority Mental Health Settings: Licensed/designated/funded programs who apply on behalf of eligible licensed professionals that meet one of the additional requirements outlined below will qualify for the set aside for priority mental health assignments:

- At least 50% of total work hours must be served at a program that primarily delivers services outside a provider-controlled setting, i.e. in the home or community. These programs include:
 - Youth Assertive Community Treatment (ACT)
 - Children and Family Treatment and Support Services (CFTSS) Other Licensed Practitioner (OLP)
 - Children and Family Treatment and Support Services (CFTSS) Community Psychiatric Support and Treatment (CPST)
 - Children and Family Treatment and Support Services (CFTSS) Mobile Crisis Intervention (CI)
 - Home Based Crisis Intervention (HCBI)
 - School Based Mental Health Clinics (SBMHC)

***Note:** For an award made based on the Priority Mental Health Settings Set Aside, the eligible program and the eligible professional on whose behalf they are awarded must maintain the above eligibility criteria for the duration of the 3-year service obligation.

Diversity, Equity, and Inclusion: Licensed/designated/funded programs who apply on behalf of eligible licensed professionals that meet the additional requirements outlined below will qualify for the set aside for diversity, equity, and inclusion:

- Provide cultural competency for populations underserved in mental health as a member of a group traditionally underrepresented in the mental health field and/or by being able to provide language access to services to people with Limited English Proficiency, as demonstrated by the below eligibility requirements:
 - Eligible licensed professionals from the following underrepresented groups are eligible:
 - Hispanic/Latinx
 - African American/Black

- American Indian/Alaskan Native
- Native Hawaiian/Pacific Islander
- Asian
- Middle Eastern/North African
- Individual with a Disability
- LGBTQ+
- Eligible licensed professionals who meet the following language requirement are eligible:
 - Received a passing score on a language assessment such as the Language Proficiency Test, the Sign Language Proficiency Interview, or the Bilingual Fluency Assessment for Clinicians
 - Graduated with a language-specific degree

Application Submission and Review Process

Applications are currently being accepted from eligible programs for Round 5 of the Community Mental Health Loan Repayment Program through April 30, 2025. An eligible program is required to apply on behalf of their eligible staff for funds to be used to repay qualified educational loans, over the course of the three-year employee service obligation, up to the balance of total student loan debt, not to exceed \$30,000. Eligible programs applying on behalf of multiple eligible staff must include a priority order for applications to be considered.

- Eligible programs **should submit their applications electronically** to [OMH CMHLRP](#).
- Applications on behalf of eligible licensed professionals working in **OMH** licensed/designated/funded programs will be reviewed by **OMH**. For applicants licensed/designated/funded by **OMH**, there will be:
 - 50 awards for individuals working in priority mental health settings.
 - 50 awards reserved for individuals meeting diversity, equity, and inclusion eligibility, such as cultural or linguistic specialization.
 - 100 unrestricted slots by region.
- Applications on behalf of eligible licensed professionals working in **OCFS** licensed programs will be reviewed by **OCFS**. For applicants licensed by **OCFS**, there will be:
 - 20 awards reserved for individuals meeting diversity, equity, and inclusion eligibility, such as cultural or linguistic specialization.
 - 180 unrestricted slots by region.

Applications will be accepted by eligible programs until funds are exhausted and all awards have been made through April 30, 2025. OMH and OCFS will advise on the application process going forward from this date based on the availability of additional slots to ensure full resources are utilized.

OMH and OCFS will review all applications by eligible programs on behalf of current or prospective employees in the order in which they are received and in a timely manner. Slots reserved for OMH and OCFS are not interchangeable prior to the application deadline, regardless of when applications are received, and application priority will be tracked separately by State Office. An eligible program shall be notified in writing by OMH or OCFS whether the application is accepted, rejected, or waitlisted. Applications may be waitlisted due to either (1) unavailability of awards in requested region, setting, and/or State Office or (2) applicant award maximum met due to criteria utilized to ensure fair allocation amongst eligible programs. Regardless of whether the minimum 400 awards have been made, if funding remains, OMH and OCFS will continue to make awards within available capacity through April 30, 2025. Eligible programs with applications that were rejected for being incomplete will be able to resubmit.

Eligible licensed professionals cannot participate in both the Community Mental Health Loan

Repayment Program and any other loan repayment or forgiveness programs simultaneously, including, but not limited to: NYS Licensed Social Worker Loan Forgiveness Program (LSWLF), Public Student Loan Forgiveness (PSLF), and New York City's Behavioral Health Loan Repayment Program (BH4NYC).

An eligible program may withdraw an application at any time by notifying OMH and OCFS in writing to [OMH CMHLRP](#). An eligible program who receives an award but has staff who are subsequently unable to fulfill the requirements of the award or resulting contract also must notify OMH and OCFS in writing to [OMH CMHLRP](#). Any licensed/designated/funded program who submits an application that is deemed ineligible or who withdraws an application may resubmit a new application. When funding has been depleted to a level such that the eligible program's total requested funding amount cannot be met, at the sole discretion of the Commissioner of the Office of Mental Health, the program will be offered a reduced award amount.

Award Notifications

The Community Mental Health Loan Repayment Program will support a minimum of 400 awards. Applications by eligible programs 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, as described in the application instructions, and funding remains available in the designated region, setting, and/or the licensing/designating/funding State Office. All eligible programs awarded funding under the Community Mental Health Loan Repayment Program will be notified by email within a reasonable time following the conclusion of the application approval.

The funds will be provided directly to the **licensed/designated/funded community program**. Awarded agencies will enter into loan repayment agreements with each individual eligible licensed professional and distribute payments as obligated by each agreement.

Allocation of Funding: OMH

Each OMH region listed below shall be allocated the specified number of Community Mental Health Loan Repayment Program awards for FY 2024-25. In addition to criteria by region that will be utilized to ensure fair allocation amongst eligible programs, there will be a \$50,000 total annual award maximum applied by provider of eligible programs per funding State Office (i.e. OMH) prior to waitlist to ensure equitable access to all eligible programs. If unallocated awards remain in a region after the April 30, 2025 application deadline, OMH reserves the right to re-allocate authorized capacity based on those regions with the greatest need at the sole discretion of the Commissioner of the Office of Mental Health. 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 and category has exhausted all their allocated awards, a waitlist of additional applicants will be kept.

Region Map: OMH



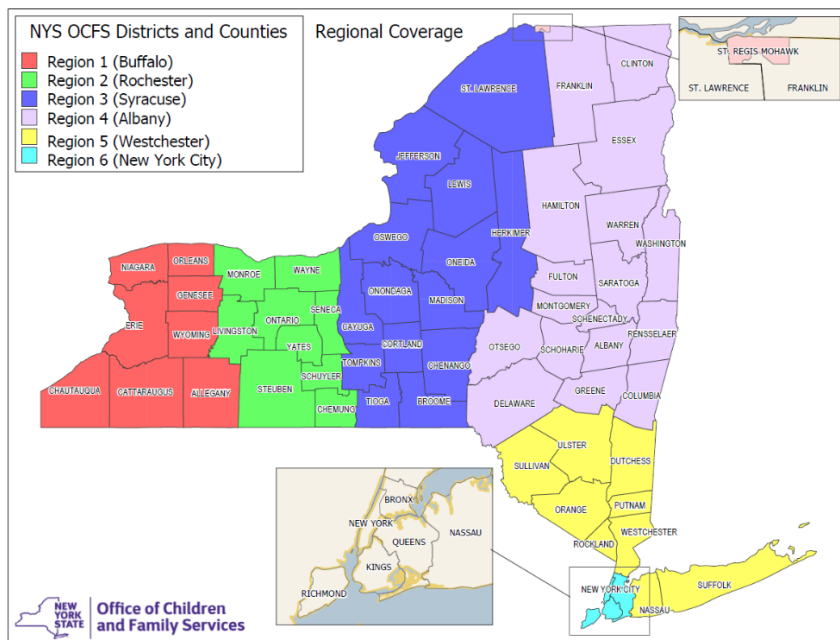
Allocation of Awards: OMH

| Unrestricted by Region | | |
|---------------------------------|--------------------|------------|
| Region | Funding | Awards |
| Central | \$100,000 | 10 |
| Hudson River | \$150,000 | 15 |
| Long Island | \$100,000 | 10 |
| New York | \$500,000 | 50 |
| Western | \$150,000 | 15 |
| Subtotal | \$1,000,000 | 100 |
| Set Asides | | |
| | Funding | Awards |
| Diversity, Equity, & Inclusion | \$500,000 | 50 |
| Priority Mental Health Settings | \$500,000 | 50 |
| Subtotal | \$1,000,000 | 100 |
| TOTAL | \$2,000,000 | 200 |

Allocation of Funding: OCFS

Each OCFS region listed below shall be allocated the specified number of Community Mental Health Loan Repayment Program awards for FY 2024-25. In addition to criteria by region/setting that will be utilized to ensure fair allocation amongst eligible programs, there will be a \$50,000 total annual award maximum applied by provider of eligible programs per funding State Office (i.e. OCFS) prior to waitlist to ensure equitable access to all eligible programs. If unallocated awards remain in a region after the April 30, 2025 application deadline, OCFS reserves the right to re-allocate authorized capacity based on those regions with the greatest need at the sole discretion of the Commissioner of the Office of Children and Family Services. Once a region and category has exhausted all their allocated awards, a waitlist of additional applicants will be kept.

Region Map: OCFS



Allocation of Awards: OCFS

| Unrestricted by Region | | |
|------------------------------------|--------------------|------------|
| Region | Funding | Awards |
| Region 1 - Buffalo | \$180,000 | 18 |
| Region 2 - Rochester | \$180,000 | 18 |
| Region 3 - Syracuse | \$180,000 | 18 |
| Region 4 - Albany/St. Regis Mohawk | \$180,000 | 18 |
| Region 5 - Westchester | \$360,000 | 36 |
| Region 6 - New York City | \$720,000 | 72 |
| Subtotal | \$1,800,000 | 180 |
| Set Asides | | |
| | Funding | Awards |
| Diversity, Equity, & Inclusion | \$200,000 | 20 |
| Subtotal | \$200,000 | 20 |
| TOTAL | \$2,000,000 | 200 |

Waitlist

If all awards have not been made by April 30, 2025, at the sole discretion of the Commissioner of the Office of Mental Health, awards may be reallocated to any other designated region, applicant, or licensing/designating/funding State Office with a waitlist. Each State Office (i.e. OMH or OCFS) reserves the right to prioritize applications waitlisted from eligible programs 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 designated by region, set-aside, and/or the licensing/designating/funding State Office. 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. If one State Office exhausts their waitlist in full, at the discretion of the Commissioner of the Office of Mental Health, the other State Office can utilize remaining funding for their waitlist. The Commissioner will revisit distribution and reallocation of any available awards at least once each fiscal year. Allocations are subject to change as LMSW, LCSW, LMHC, LMFT, LCAT, licensed psychoanalyst, and licensed psychologist shortages and other program needs are identified.

Payment Instructions

Eligible programs may receive up to \$30,000 over 3 years per participating professional, payable upon award execution, periodic educational debt level verification reports and periodic employment verification reports. Payments will be made in yearly increments as follows:

- Payment 1 (Year 1): 1/3 of total qualified debt not to exceed \$10,000.
- Payment 2 (Year 2): 1/3 of total qualified debt not to exceed \$10,000.
- Payment 3 (Year 3): 1/3 of total qualified debt not to exceed \$10,000.

Payment 1 will be made in full (100%) upon approval of the award and the successful completion of **all** the following:

- Employer Verification of Employment Attestation (within Application)
- Employer Verification of Employee Qualifying Loan Attestation (within Application)
- Employer Verification of Employee Eligibility (within Application)
- Employer Attestation of Employer-Employee Agreement
- Execution of the contract for the award between OMH or OCFS and eligible program*

*Please be advised that execution of the award between OMH or OCFS and eligible program 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 prior to April 30, 2025.

Payment 2 will be made in full (100%) twelve (12) months after the contract start date and Payment 3 will be made in full (100%) twelve (12) months after that, both pending employer attestation to the participating professional's:

- Continued employment and full or part-time clinical capacity schedule;
- Qualifying student loan debt and qualifying loan repayment (as defined in [Definitions](#));
 - Participating professionals who enter loan forbearance and/or deferment periods may still be eligible for CMHLRP. If a participating professional is in loan forbearance and/or deferment, please reach out to [OMH CMHLRP](#)
 - Participating professionals who enter loan delinquency and/or default will become ineligible for CMHLRP.
- Continued eligibility for CMHLRP.

Note: Eligible licensed professionals must serve the full 3-year service obligation to be eligible for any CMHLRP funding. For more information, see [Employer-Employee Agreement](#).

Prorated Awards

Providers may apply for a prorated award on behalf of eligible licensed professionals who work or plan to work part time clinical capacity as a LMSW, LCSW, LMHC, LMFT, LCAT, licensed psychoanalysts, and licensed psychologists within eligible OMH and OCFS licensed/designated/funded community programs in New York State that provide mental health services to children and/or adolescents. Part-time clinical capacity is defined as a schedule of less than 40 hours of service (with a *minimum of 80% of those hours of service being clinical hours*) per week for at least 45 weeks per year.

The Community Mental Health Loan Repayment Program requires approval in writing by OMH or OCFS for compressed schedules that result in shifts of greater than 12 hours in any 24-hour period.

Awards will be prorated based on the minimum part-time schedule of the eligible licensed professional in the case of a variable schedule; hours worked in excess of the eligible licensed professional's minimum part-time schedule shall not be applied to any other workweek or averaged.

For example:

- An LMHC works 22 hours per week with 18 clinical hours. The clinical capacity of at least 80% is met; this employee could be eligible for a prorated total award up to \$16,500 over a three-year period, (22 hours being 55% of the 40 hours/week required for full-time clinical capacity and \$16,500 being 55% of the full award amount of up to \$30,000 over a three-year period).
- A psychologist works 35 hour/week schedule with 24 clinical hours. As 24 is less than 80% of 35, this award would be prorated instead based on 30 hours ($24/30 = 80\%$). This employee could be eligible for a prorated total award of up to \$22,500 over a three-year period, (30 hours being 75% of the 40 hours/week required for full-time capacity and \$22,500 being 75% of the full award amount of up to \$30,000 over a three-year period).
- A n LMSW works different schedules throughout the year – between 10 and 15 hours/week, consistently meeting the 80% clinical capacity requirement. This employee could be eligible for a prorated total award up to \$7,500 over a three-year period, (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).

Change in Location of Obligation

Eligible participating professionals will be expected to fulfill their three (3) year service obligation pursuant to the agreement with the eligible program in which the award was made. The eligible program must notify OMH or OCFS of changes in such agreements including reassignment or changes in their service location for approval of continuation in the program at the discretion of the Commissioner of the Office of Mental Health or Commissioner of the Office of Family and Children Services. Changes in location that result in a change in setting type or a change in OMH or OCFS Region will be considered on a case-by-case basis. Requests for changes should be sent to [OMH CMHLRP](#).

Deferral of Obligation

Eligible programs are permitted to authorize participating professionals to defer their service obligations for parental leave, military service, Family and Medical Leave (FMLA), or disability. The eligible programs shall notify OMH or OCFS in writing, and any deferral periods will be added to the term 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](#) for approval.

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.

Prequalification

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 April 30, 2025 cannot be evaluated; therefore, such Applications will be disqualified from further consideration. For-Profit applicants are exempt from Prequalification but must still Register in Grants Management in SFS in order 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 RFA 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.

Sexual Harassment Certification

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. Bids that do not contain the certification may not be considered for award; provided, however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFA. Applicants must complete and return the certification with their application or provide a statement detailing why the certification cannot be made.

Employee-Employer Agreement

For each award, the employer must enter into an Employer-Employee Agreement with each employee applicant outlining employee requirements, including but not limited to the full 3-year service commitment, employer distribution of funds, and an enforcement mechanism which must be legally binding and enforceable in court by the employer. Employer-Employee Agreements must be completed upon execution of the contract. The employer 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 an employee-employer agreement. All records, data and other information will be made available for review upon request.

Administrative Requirements

Issuing agency

This State Aid funding opportunity for eligible programs is issued by the Office of Mental Health (OMH). OMH is responsible for the requirements specified herein; OMH and OCFS will each be responsible for evaluating applications from programs licensed/designated/funded by the respective State Office. This funding opportunity has been posted on the [OMH public website](#).

Frequently asked questions and answers, example boilerplate, 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](#).

Prospective eligible program 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 in the Frequency Asked Questions (FAQs) for the CMHLRP funds.

Questions and Answers will be updated as necessary (i.e., as they are posed by interested applicants) on a weekly basis. 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, 7th Floor
Albany, NY 12229
carol.swiderski@omh.ny.gov

Term of Award

OMH or OCFS will each process State Aid payments directly to eligible programs based on State Office licensing/designation/funding 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 employer 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 program and designated staff.
4. An eligible program may be disqualified from receiving an award if such eligible program 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 program shall be at all times subject to the direction and control of the 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 program, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this funding opportunity, the 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 program.
 3. If, in the judgment of the OMH, the eligible program acts in such a way which is likely to or does impair or prejudice the interests of the State, the 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 program. In such case the eligible program shall receive equitable compensation for such services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the eligible program 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 program was engaged in at the time of such termination, subject to audit by the State

Comptroller.

4. Specific Provisions of this application:

If the employee of the CMHLRP eligible program defaults on his/her service obligation, the eligible program shall notify OMH in writing. The employee would no longer be eligible and additional payments would not be made to the Eligible program.

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 whose conduct 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 programs may be disclosed or used by OMH or OCFS to the extent permitted by law. OMH or OCFS 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 program 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 or OCFS 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 of the Office of Mental Health 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