



**Office of
Mental Health**

**ENHANCED SCATTERED SITE SUPPORTIVE HOUSING FOR YOUNG
ADULTS WITH SERIOUS MENTAL ILLNESS**

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- OMH145

April 2025

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Introduction And Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) is committed to investing in community-based services that will support young adults with Serious Mental Illness (SMI) transitioning from institutional settings, foster care, and homelessness; improve access to behavioral health and community resources; pursue vocational/educational goals; and develop real-world skills that will support them on the path forward as independent adults. Based on the need for additional housing opportunities to support this mission OMH is seeking proposals for the operation of two - 25 bed Enhanced Young Adult Scattered Site Supportive Housing programs. One award will be made in the Capital District in either Albany County or Schenectady County and the second award will be made in either Rockland County or Erie County.

Although supportive housing is permanent housing, the agencies awarded will be expected to transition the individuals to an adult housing slot within their agency, another agency or to independent housing, as the individual progresses in their recovery. Individuals should be transitioned out of the program no later than their 26th birthday. However, recognizing individuals need sufficient time to gain the desired skills, individuals admitted to the program after their 23rd birthday may be served for a period of up to three years.

Many of these young adults have not yet developed sufficient skills needed to successfully maintain housing and live independently in the community. This program will provide additional assistance aimed at increasing independence by providing enhanced case management, real-world skill building, vocational/educational support, and peer support services.

Enhanced funding will be used to hire two additional staff members per program: a Psychiatric Rehabilitation Specialist who has vocational experience and a Peer who has lived experience; funding may also be used to augment the salary of the Program Manager to ensure that this position has clinical experience and expertise.

The Enhanced Young Adult Supportive Housing Program includes both enhancements to current supportive housing services and new services that are beneficial for young adults. The model has four staff members: Program Manager, with clinical experience; Case Manager, with a reduced case load; Psychiatric Rehabilitation Specialist, with educational/vocational experience; and a Peer, with lived experience. The four individuals will form a de facto team so that all residents are introduced to each staff member, thus, if a crisis or other emergency arises, a familiar person can respond. The flexibility to respond to crises internally and having a Program Manager with clinical experience, is intended to reduce the need for external intervention and use of emergency services. The four-person team can stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed. The enhanced service model includes Case Management (1:20 resident to staff ratio), Supported Vocational/Education Services and linkages, Real-World Skill Building, additional clinical support, and Peer Support Services, as well as the flexibility of a de facto team to support young adult needs and crises, as they arise.

A significant challenge in meeting the needs of young adults, particularly those with long histories of system involvement, is engagement. A Peer is included in the Enhanced

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Young Adult Supportive Housing Program to support engagement, as well as providing self- advocacy skill building, and development of real-world skills. Young adults want to be independent. Employment opportunities, skill development and vocational/educational supports are critical in supporting an individual achieve personal goals and self-sufficiency.

The supported vocational/educational component within the program is necessary to enable the young adults to progress. Although there are community-based programs available to support these young adults, many need more hands-on support, which is possible by deploying a staff person within the housing program. A staff person can develop a relationship and support the young adult with the ups and downs of their early work experiences, which are natural for many young adults, not just those with SMI. Additionally, young adults coming from institutional settings, foster care, or who were homeless are likely to have significant behavioral health and community resource needs with substantial corresponding case management requirements.

Referrals to the programs will be managed through the respective County's Housing Single Point of Access program (SPOA).

The referral sources for this program include, but are not limited to: Article 28 hospitals, homeless shelters, or drop-in centers, OMH psychiatric centers, the Foster Care system, and Residential Treatment Facilities (RTF).

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

Notice: Notification of intent to apply should be made to the Local Governmental Unit (county director of community services) for each county to be served under the program application, as defined in Section 41 of the New York State Mental Hygiene Law.

1.2 Target Population/Eligibility Criteria

The target population for this program are young adults between the ages of 18 and 25 with a serious mental illness who meet one of the following criteria:

- Individuals being discharged from institutional settings.
- Individuals leaving foster care.
- Individuals who are experiencing street homelessness and those in a temporary shelter setting or at risk for homelessness.

In addition, some individuals may have co-occurring Substance Use Disorder (SUD) and be at various stages of recovery, see Appendix D in the "Event Comments and Attachments" in the Statewide Financial System (SFS).

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-

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responsive, an applicant 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
44 Holland Avenue, 7th Floor
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

RFP Release Date	04/16/2025
Questions Due	05/06/2025
Questions and Answers Posted on Website	05/22/2025
Proposals Due by 2:00 PM EST*	06/11/2025
Anticipated Award Notification	07/15/2025
Anticipated Contract Start Date	01/01/2026

*OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

2.3 Disposition of Proposals

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

2.4 Eligible Agencies

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 2.8 and Section 2.9 for additional Prequalification Information.

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have experience operating licensed and/or funded programs for young adults with a serious mental illness.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to OMHLocalProcurement@omh.ny.gov by 2:00 PM EST on the "Questions Due" date indicated in section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person. Please enter "Name of RFP" in the subject line of the email.

The questions and official answers will be posted on the OMH website by the date listed in the timeline section 2.2.

2.6 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 and the NYS Contract Reporter.

It is the applicant's responsibility to periodically review the [OMH Procurement website](#) and the [NYS Contract Reporter](#) to learn of revisions or addendums to this RFP. No other notification will be given.

2.7 Disqualification Factors

Following the opening of bids, 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. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, 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 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by 2:00 PM EST on the Proposal Due Date posted in section 2.2.

2.8 SFS 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 be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

Proposals received from eligible not-for-profit applicants who have not been Prequalified by the proposal due date of 2:00 PM EST on the Proposal Due Date posted in section 2.2 will not be able to submit their bid response through SFS.

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.

2.9 Vendor Registration, Prequalification and Training Resources for Not-for-Profits

NOTE: All applications must be submitted through the Statewide Financial System (SFS). No applications will be accepted electronically, US Postal Service, express mail delivery service or hand delivered.

For any application that does not contain all of 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. A workplan is not required for this RFP.

Each proposal submission through SFS is required to contain:

- Operating Budget (Appendix B)

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

Not-for-profit organizations must Register as a vendor with the Statewide Financial System and successfully Prequalify to be considered for an award.

This grant opportunity is being conducted as an SFS bid event. Not-for-profit vendors that are not prequalified can initiate and complete bid responses. However, not-for-profit vendors that are not prequalified will NOT be allowed to submit their bid response for consideration.

Information on [Registration](#) and [Prequalification](#) are available on the Grants Management Website. A high-level synopsis is provided below.

Registering as an SFS Vendor

To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsmanagement@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

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If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note - If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

Note - If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

Please note that all responses/applications/submissions to this RFP **must** be submitted through the Statewide Financial System (SFS). No mailed, delivered or emailed submissions will be accepted. OMH strongly recommends that applicants plan accordingly and allow themselves enough time to appropriately complete and submit by the due date and time of this RFP.

When providing uploads in response to any of the questions posed (other than the Fiscal/Budget component), please upload only PDF versions of those documents. When

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saving these files before uploading, with the exception of an underscore, please do not use any special characters in the file name, letters only should be used. All attachments required with the proposal must be combined into the proposal template PDF and clearly labeled.

Specific questions about SFS should be referred to the SFS Help Desk at helpdesk@sfs.ny.gov.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS
- On-demand recorded training videos focused on each aspect of the Grants Management business process

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the Topic drop-down list.

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 or 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 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 solely by OMH and/or whose proposal fails to conform to the requirements of the RFP

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- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to this solicitation's requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants 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, SFS and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure";
- Change any of the scheduled dates stated in the RFP.
- Reallocate any remaining units in order to fully award the allocation in any of the targeted counties.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing, in writing, requesting feedback on their own proposal, within 15 business days of the OMH dated letter. OMH will not offer debriefing to providers who receive an award. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the

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Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests based on errors or omissions in the solicitation process, which are or should have been apparent prior to the deadline for receipt of all written questions for this RFP, must be filed prior to the deadline for questions. In the event an applicant files a timely protest based on error or omission in the solicitation process, the Commissioner of OMH or their designee will review such protest and may, as appropriate, issue a written response or addendum to the RFP to be posted on the OMH website in the RFP section. 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 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 RFP 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 Ave
Albany, NY 12229

3.4 Term of Contracts

The contracts awarded in response to this RFP will be for a five-year term. OMH reserves the right to modify the first period of the contract to coincide with the applicable fiscal period. Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract.

3.5 Minority and Women Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBES) and the employment of minority group members and women in the performance of OMH contracts. OMH expects that all contactors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE), 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.

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

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

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

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

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

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

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

- i. If an award recipient fails to submit a MWBE Utilization Plan;
- ii. If an award recipient fails to submit a written remedy to a notice of deficiency;
- iii. If an award recipient fails to submit a request for waiver; or,
- iv. 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

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project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

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

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

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

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract.

Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

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

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

3.7 Equal Opportunity Employment

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all terms and conditions of Master Contract for Grants, Section IV(J) – Standard Clauses for All New York State Contracts including Clause 12 – Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority

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group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional and non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment status because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

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

3.9 Bid Response

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

3.10 Acceptance of Terms and Conditions

A bid, in order to be responsive to this solicitation, must satisfy the specifications set

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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 an applicant 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 Public Officer's Law), the applicant 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 an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant 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 applicant 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 a FOIL proprietary status.

3.12 NYS and OMH Policies

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations and directives throughout the Term of the contract.

4. Evaluation Factors and Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant's written submission. **Please note that there are restrictions to the type, size and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [Here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

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

Technical Evaluation	Points
Description of Program	35
Program Development and Implementation	25
Agency Performance	10
Diversity, Equity, Inclusion and Recipient Input	10
Financial Assessment	20
Total Proposal Points	100 Points

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

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.9. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Section 2.4, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days of the proposal due date.

Proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The technical 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 score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Description of Program (Section 6.2) of the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

The awards to develop an Enhanced Scattered Site Supportive Housing program for Young Adults will be made based on the proposal with the highest score, respectively, for the Capital District (either Albany County or Schenectady County) and for either Rockland County or Erie County. If there is no passing proposal for either of the two awards, OMH reserves the right to allocate the awards to proposals with passing scores.

4.4 Contract Termination and Reassignment

There are a number of factors that may result in the contract being reassigned. This includes, but is not limited to, an OMH determination that the agency has failed to adequately progress program development, i.e., within 18 months of the contract start date, not being able to fill the units and maintain a 90% occupancy level. A contractor will be provided notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reassign the contract.

4.5 Award Notification

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

5. Scope of Work

5.1 Introduction

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-system management of the local mental hygiene system to meet the needs of individuals and families affected by mental illness, substance use disorder and/or intellectual/developmental disability in their communities. LGU collaboration is a vital part of the work of an enhanced scattered site supportive housing program for young adults. Applicants should notify the LGU(s) of their intent to apply.

As stated in Section 1.1, the operation of two 25-bed Enhanced Young Adult Scattered Site Supportive Housing programs to be sited in either Albany or Schenectady, and either Rockland or Erie County is targeted for young adults between the ages of 18 and 25 diagnosed with a serious mental illness (SMI) who are leaving institutional settings, leaving foster care or are currently street or sheltered homeless. Institutional settings include but are not limited to Residential Treatment Facilities, Residential Treatment Centers, Children's Community Residences, or OMH operated Psychiatric Centers. Young adults served by this program are expected to have significant support needs, reflecting complex backgrounds that include institutional living, hospitalizations, out-of-home placement, foster care, and homelessness. To meet those needs and to support recovery, enhanced services will be provided. Many of the individuals to be served have not yet developed sufficient skills needed to live independently in the community. The enhanced services are intended to improve access to behavioral health and community resources, support vocational/educational goals, and develop real-world skills that will support the individuals on the path forward as independent adults.

The Enhanced Young Adult Scattered Site Supportive Housing Program includes both enhancements to current supportive housing services and new services that are important for young adults. The model has four-fulltime staff members: Program Manager, with clinical experience, Case Manager, Psychiatric-Rehabilitation Specialist with vocational experience and a Peer. The four individuals will form a de facto team so that all residents are introduced to each staff member, thus, if crisis or issue arises a familiar person can respond. The flexibility to respond to crises internally by having a Program Manager with clinical experience is intended to reduce the need for external intervention and use of emergency services. The four-person team is expected to stagger hours to provide coverage at night and on weekends and will also add flexibility for additional home visits, if needed.

Enhanced Services Model:

- Enhanced Case Management Caseload (1:20) – Case manager will be responsible for twenty (20) young adults and other program staff will provide case management for

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five (5) individuals.

- Program Manager with clinical experience – The administrative responsibilities include but not limited to screening referrals, supervising program staff, intervening with residents and landlords, as needed, ensuring that staff are coordinating services with other providers, and coordinating and/or responding to crisis situations with an enhanced ability to support residents and staff to address issues and crises, reducing the need for external intervention.
- Vocational/Educational Support – young adults' goals will be supported within the program. Providing the service within the program allows the young adults to develop a relationship that is closer and there are other staff member who will have eyes on the individual who can identify needs, if they arise.
- Real-World Skills Building – including but not limited to seeking entitlements, time management, financial literacy (develop and adhere to a budget, understand banking and taxes), management of an apartment (abiding by a lease, keeping it clean, shopping, cooking, and understanding tenant rights and expectations), decision-making (including recovery from decisions that do not work out as expected), self-advocacy and healthy relationships. These skills are necessary for independence as an adult. The skill development can be provided by the Psychiatric-Rehabilitation specialist and/or the Peer and be supported by the Case Manager and Program Manager.
- Peer - with responsibilities that include engagement, self-advocacy, skill-building, linkage to supports and resources, and entitlement applications. Training in psychiatric rehabilitation/recovery is imperative. The Peer should be either a Certified Peer Specialist or Credentialed Youth Peer Advocate.
- De facto team of four staff members allows for staggered hours at night and on weekends to address issues and crises. The development of familiarity with all four staff members means the person responding to an issue or crisis is familiar and reduces the need for external intervention. The increased staff may also provide the flexibility for additional home visits, if necessary.
- Staff will complete the training curriculum included in the Learning Management System (LMS) within 60 days of being hired, as well as supplemental trainings that will be scheduled by OMH.

While the Scattered-Site Supportive Housing is permanent housing, individuals will not receive enhanced services after they turn 26 years of age (except as indicated in section 1.1). The agency will be expected to transition the individuals to an adult housing program within their agency, another agency, or to independent housing as the individual progresses in their recovery or when they turn 26 years of age. However, recognizing individuals need sufficient time to gain the desired skills, individuals admitted to the program after their 23rd birthday may be served for a period of up to three years. Residents of Scattered-Site Supportive Housing can remain in this housing provided their clinical and financial circumstances render them eligible and allow them to meet their responsibilities as a tenant. Scattered-Site Supportive Housing is not lost during absences of short duration, and there are no external program attendance requirements. Residents of Scattered-Site Supportive Housing

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are tenants and will have the same rights and responsibilities as any other tenant in New York State.

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

As stated in Section 1.1 the referral sources for this program include but are not limited to: Article 28 hospitals; homeless shelters or drop-in centers; OMH psychiatric centers; the Foster Care system; Residential Treatment Facilities (RTF); Residential Treatment Centers; and Children's Community Residences. Referrals for these programs will be managed by the respective County's Single Point of Access (SPOA).

Services provided by the agency will vary, depending upon the needs of the resident. Scattered-Site Supportive Housing staff will encourage and assist residents to develop natural community supports, use community resources, and pursue an individualized path towards recovery. Staff will assist the individual with establishing a household and facilitate the resolution of landlord-tenant issues. As integration into the community improves and the resident makes progress in their recovery it is expected that the need for services provided by the contractor and other agencies will decrease over time. This will be evidenced in the residents' individualized support plan and program documentation. It is the intent of this program that the residents will increase their independence in the community of the resident's choice such as utilizing natural support for recovery and independence, as well as the skill to independently complete the tasks, such as: scheduling and attending appointments, both behavioral health and physical health; adhering to their medication regime; managing finances and household budgets; utilizing community resources; maintaining their housing; maintaining their safety in the community and conducting activities of daily living.

When possible, individuals should hold their own leases. Renting studio or one-bedroom apartments scattered throughout the community is preferred. Two-bedroom apartments could also be considered if necessary. In instances where roommates are involved, the agency must facilitate cooperative arrangements on bill payments, division of household responsibilities and other matters.

Scattered-Site Supportive Housing is integrated housing that consists of scattered site apartments located in multiple buildings throughout the community. The goal is to provide individuals with a setting in which they live in their own apartments and can interact with non-disabled persons.

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

Scattered-Site Supportive Housing funding made available through this RFP provides rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funds to cover consumer emergencies as specified in the Scattered-Site Supportive Housing Guidelines (2019 Supported Housing Guidelines). There are no OMH licensing requirements. The Agency must comply with the OMH Scattered-Site Supportive Housing Guidelines. A copy of the OMH Scattered-Site Supportive

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Housing Guidelines is posted on OMH's website https://omh.ny.gov/omhweb/adults/supportedhousing/supportive_housing_guidelines.pdf as part of this RFP and should be reviewed prior to responding to the RFP.

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

The agency shall provide bi-annual data and reporting as requested by OMH in connection with program evaluation and feedback, as well as other reporting as may be required by OMH.

5.2 Objectives and Responsibilities

- A. Programs will be required to maintain accurate reporting and case records according to Regulation and Program Guidance.
- B. OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.
- C. It is also expected that providers will routinely submit data to OMH, including client-identified data, quality and program data. Data submission requirements and guidance will be provided by OMH.

5.3 Operating Funding

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and OMH funding. Residents of Scattered-Site Supportive Housing are required to pay 30 percent of their net income for rent and reasonable utilities. Agencies will receive annual funding for units developed under this initiative through an OMH contract at the current county rates for enhanced supportive housing programs for young adults. This funding is for rent stipends, housing case management services, enhanced services, as outlined in this RFP, and funding to cover consumer emergencies, as specified in the Scattered-Site Supportive Housing Guidelines. The per unit annual operating funding is currently as follows:

Albany County	\$24,490
Schenectady County	\$22,764
Rockland County	\$36,663
Erie County	\$24,490

5.4 Capital Funding

Capital funding is not available through this RFP.

6. Proposal Narrative

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

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A proposal template is provided in the “Event Comments and Attachments” section of SFS and MUST be used to answer the following questions. If the proposal template is not completed and submitted, the application may be deemed unresponsive and be disqualified. Any supporting attachments MUST be included in the upload of the proposal template as one continuous PDF document AND be labeled specific to the question number it is associated with. Attachments that are not labeled may result in either a 0 for the question or disqualification of the application.

6.1 Description of Program

6.1a. Provide the county in which the applicant intends to site the program and the need for why the program is needed in this location.

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

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

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

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

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

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

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

6.1.i. Describe your network, internally and externally, of behavioral health and other providers, and how you plan to utilize those networks to facilitate rapid access to care.

6.2 Program Development and Implementation

6.2.a. Provide a detailed timeline of the agency's ability to develop the apartment units and fill the units in a timely manner. Describe the configuration of the apartments that will be rented (e.g., studio, one- or two-bedroom apartments) and where the apartments will be rented.

6.2.b. Provide a detailed description of the referral and admission process.

6.2.c. Describe how the agency will provide an in-person orientation to individuals during the admission process. Include details, such as but not limited to tenant rights; how to access community resources and the locations of those resources; transportation availability; understanding the conditions of the lease; how to be a good tenant; how to negotiate roommate relationships; understanding the responsibilities of having guests visit; the roles of the service providers; how to maintain their safety in the community (lock doors, not giving keys to others) and appropriately accessing support during an emergency.

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

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

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

6.2.g. Provide a staffing plan, 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. Describe the recruitment plan that the agency will use to recruit, train, retrain, and support the level of professional and appropriately qualified staff needed to carry out the program duties.

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

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24 hour a day, 7 day a week basis.

6.3 Agency Performance

6.3.a. Provide an overview of the agency's current OMH funded Programs. The narrative should: a) demonstrate that the agency operates Programs in accordance with OMH guidelines; b) demonstrate that the agency has successful experience targeting OMH priority populations including young adults with serious mental illness and maintaining consumers successfully in their Programs; and c) incorporate data, including but not limited to CAIRS length of stay and occupancy rates. Providers shall attach the data used for analysis.

6.3.b. Highlight the agency's performance as demonstrated through most recent certification visits (if applicable) and/or oversight reviews. Discuss feedback received from reviewers. Provide information if there were unmet standards as well as the plan(s) of corrective action taken to address the findings.

6.3.c. In the past three years, has the applicant agency been audited or reviewed by a government agency? If so, what was the result? Describe any negative findings and how they were resolved. Indicate if audited financial statements have been prepared for the applicant agency within the past twelve months and if the audit resulted in an unqualified, or "clear" opinion. If the audit resulted in a qualified opinion, please describe.

6.4 Diversity, Equity, Inclusion and Recipient Input

This section describes the commitment of the entity to advancing equity. OMH is committed to the reduction of disparities in access, quality, and treatment outcomes for historically marginalized populations as well as centering and elevating the voice of individuals with lived experience throughout the system.

Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

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

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

6.4.c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning and their planned activities for coordinating these efforts).

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

- Workforce diversity (data-informed recruitment)

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- 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 in the project's catchment area as identified in 5.4.2.
- 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.

Equity Structure

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

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

Workforce Diversity and Inclusion

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

Language Access

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

Recovery Values

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

Collaboration with Diverse Community-Based Stakeholders/Organizations

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

6.5 Financial Assessment

6.5.a. Attach a completed operational budget using the Appendix B budget template. If one-time start-up funding will be provided aside from standard operating funding in year 1, associated expenses and funding should be included in the start-up column of an applicant's budget. If start-up funding will **not** be provided aside from standard operating funding in year 1, the start-up column should be left blank and start-up expenses should be included in year 1 of the budgeting template. The start-up budget should include amounts needed for the establishment of the program, including but not limited to cost of staffing, broker fees, security deposits, furniture, and moving expenses.

Year 1, and Year 2 columns in the Appendix B budget should include an accurate projection of operating expenses and funding in those years while the Full Annual Value column should include the full annual value of expenses and funding projected for a fully established program. Prorate Year 1 and Year 2 budgets, as needed, with the program start date and phase-in schedule in mind. Sources of income detailed in section 5.3 'Operating Funding' must be included as well as other revenue sources necessary to operate the program. Applicants should list staff by position, full-time equivalent (FTE), and salary.

6.5.b. Describe how client and, when applicable, non-client, rent will be calculated. Explain how the agency plans to address emergencies in conformance with relevant Housing guidelines. Highlight other sources of funding, if any. Describe how the agency manages its operating budget, 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;
- rent-up schedule (when applicable) – please describe how many studio and one bedroom apartments your agency plans on renting each month. **Please note:** Your agency's phase-in schedule will determine total rental costs and client contributions in Year 1. For programs that require rental units, there are no additional start-up funds available, aside from year 1 standard operating funds. Lower rental costs in Year 1 will allow your agency to use standard operating funds for start-up expenses.
- description of how salaries are adequate to attract and retain qualified employees; and
- description of how apartment rental assumptions and utility costs are calculated within the geographic area in which they are located.

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Failure to complete the Operating Budget using the correct form may be cause to reject the proposal for non-responsiveness.