



## Office of Mental Health

**Community Residence – Single Room Occupancy (CR-SRO) with  
Forensic Assertive Community Treatment (ACT) Services for  
Individuals with a Serious Mental Illness and Justice Involvement  
RFP#OMH139  
Questions & Answers**

**Q1. Since FACT team clients are on the trajectory for eventual discharge once stabilized, what happens to the discharged clients who are living in the OMH SRO, would they be expected to move out or would they remain as tenants in the SRO?**

A1. Individuals in the CR-SRO should remain enrolled in the FACT team. See Q3 for more information about length of stay in the CR-SRO.

**Q2. At some point, if/when all 25 clients graduate from the FACT team, would the FACT team essentially become a classic community ACT team?**

A2. When an individual graduates from the FACT Team, the FACT Team will accept another FACT referral from SPOA. The FACT team will not become a classic community ACT team.

**Q3. For this project CR/SROs which are congregate care, Level II facilities and considered “extended stay” housing. In this model, residents typically stay between 2 to 5 years before they transition on to a more independent setting. How long can residents stay? Will they need to be discharged at a certain time.**

A3. Due to the unique, intensive nature of this program, length of stay is intended to be 4-6 months. Individuals may remain in the program longer than 6 months in instances where the clinical team has determined the individual requires more time to fully benefit from the program.

**Q4. Where will the 43 FACT team clients that are not living in the SRO reside? Would they simply be located in the community, similar to a classic ACT team?**

A4. The 43 FACT participants who are not residing in the CR-SRO will be located in the community or other residential setting.

**Q5. Does the organization need to own the residential facility, or can they lease it? If so, will rent payment be factored in with a landlord?**

A5. Ownership of the site is strongly preferred. OMH will consider rental arrangements on a case-by-case basis where long-term lease arrangements can be made.

**Q6. If awarded what is the timeline expected to get the project going?**

A6. The new FACT team is anticipated to begin the licensing process within 3 months of award and be licensed within 12 months of the award. The awardee will work with OMH's Bureau of

Housing Development and Support to progress the project. It is anticipated development would begin after a capital contract is executed.

**Q7. If we already have residential programs, can we, if allowed by our HAP agreements, to use those beds if we have 25 available?**

A7. It is unclear what is being proposed in this question. This CR-SRO should be a congregate, single-use program (not scattered-site or integrated within a larger site).

**Q8. On page 25 of the RFP, regarding the staffing requirements, it notes "0.5 FTE Discretionary Staff (see program guidelines for details)". Where in the guidelines are Discretionary Staff defined? In the FACT Addendum, it only lists Discretionary Staff as required but does not define. Further, there is no mention of Discretionary Staff in the Assertive Community Treatment (ACT) Teams Guidelines 2025.**

A8. Examples of discretionary staff can be found under "Other roles or specialties" on page 47 of the *Assertive Community Treatment (ACT) Program Guidelines Adult and Young Adult*.

**Q9. In the SFS system, please confirm that a work plan is not required to be entered online (as is required with other bids). Please confirm that applicants are not required to submit a line-item budget directly into the system and are only required to submit the two required budget attachments. Are agencies required to enter a Unit Price Bid in the "Lines" section of the SFS system? If so, what should that amount be -- combination of FACT and CR-SRO budget totals, 0, etc.?**

A9. A workplan is not required. A line-item budget directly in the SFS system is not required, only the Appendix B Budget Template is required. SFS requires applicants to enter a Unit Price Bid, the amount should be the total amount requested for both FACT and CR-SRO.

**Q10. On pages 25-26 of the RFP indicates "Property Passthrough will be available for this program. Applicant budget submissions must include the full annual value of anticipated property costs and total budgeted program costs may not exceed the total of the aforementioned revenue and state-aid."**

**Please confirm that applicants should include their property costs in the property lines noted in the operating expenses section of the CR-SRO budget. To have a net neutral budget, should applicants indicate the pass-through dollars in the "Other Government Income" line of the Government Support Section?**

A10. Applicants should include their property costs in the property lines noted in the operating expenses section of the CR-SRO budget. Applicants are expected to submit a net neutral budget. SSI revenue and State-aid, if needed, may be anticipated to cover reasonable property costs.

**Q11. On page 26, the RFP notes "In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing these CR-SRO units. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,677 per bed. All reasonable costs to develop the beds should be included in the PDG budget."**

**Where should these costs (\$9,677 x 25 beds = \$241,925) be listed? Should applicants indicate the PDG dollars in the "Other Government Income" line of the Government Support Section to off-set expenses and maintain a net neutral budget?**

A11. PDG funding does not need to be included in the operating budget submitted with the response to this RFP. PDG budget development will occur later, as the project nears operation.

**Q12. Can FACT clients stay on the team after they move out of the CR-SRO? And vice versa, can a client stay in the CR-SRO if they are transferred off of the FACT team?**

A12. An individual can remain on the FACT team after discharge from the CR-SRO since only 25 of the 68 slots on the team are dedicated to the CR-SRO. However, individuals residing in the CR-SRO must also receive services from the FACT team. The housing provider must have policies and procedures in place for how individuals will continue receiving housing services for individuals who no longer require FACT services.

**Q13. Is the FACT team expected to be located at the CR-SRO site?**

A13. The selected agency will operate out of the CR-SRO (as a main site or satellite location) that supports the Forensic ACT team for collaboration with CR-SRO staff and service provision.

**Q14. Is the CR-SRO expected to be at a single location or will scattered site approaches be considered?**

A14. The CR-SRO model is a single site model.