



**Office of  
Mental Health**

**Transitional Housing for individuals who are Justice  
Involved**

**Request for Proposals**

**Grant Procurements**

**(On-Line Submission Required)**

**Statewide Financial System (SFS) Identifier- OMH141**

**March 2025**

## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION AND BACKGROUND .....</b>	<b>1</b>
1.1	Purpose of the Request for Proposal .....	1
1.2	Target Population/Eligibility Criteria .....	1
1.3	Allocation of Scattered Site Units .....	2
1.4	Referrals .....	3
<b>2.</b>	<b>PROPOSAL SUBMISSIONS .....</b>	<b>3</b>
2.1	Designated Contact/Issuing Officer.....	3
2.2	Key Events/Timeline .....	4
2.3	Disposition of Proposals .....	4
2.4	Eligible Agencies .....	4
2.5	RFP Questions and Clarifications .....	4
2.6	Addenda to Request for Proposals .....	5
2.7	Disqualification Factors.....	5
2.8	SFS Prequalification Requirement.....	5
2.9	Vendor Registration, Prequalification and Training Resources for Not-for-Profits ..	5
<b>3.</b>	<b>ADMINISTRATIVE INFORMATION .....</b>	<b>8</b>
3.1	Reserved Rights .....	8
3.2	Debriefing .....	9
3.3	Protests Related to the Solicitation Process.....	9
3.4	Term of Contracts.....	10
3.5	Minority and Women Owned Business Enterprises.....	10
3.6	Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business.....	12
3.7	Equal Opportunity Employment .....	12
3.8	Sexual Harassment Prevention Certification .....	13
3.9	Bid Response .....	13
3.10	Acceptance of Terms and Conditions .....	13
3.11	Freedom of Information Requirements.....	13
3.12	NYS and OMH Policies.....	14
<b>4.</b>	<b>EVALUATION FACTORS AND AWARDS.....</b>	<b>14</b>
4.1	Evaluation Criteria .....	14
4.2	Method for Evaluating Proposals .....	14
4.3	Process for Awarding Contracts.....	15
4.3.1	Initial Awards and Allocations.....	15
4.4	Contract Termination and Reassignment.....	15
4.5	Award Notification.....	15
<b>5.</b>	<b>SCOPE OF WORK.....</b>	<b>16</b>
5.1	Introduction.....	16
5.2	Objectives and Responsibilities .....	19
5.3	Operating Funding.....	19
<b>6.</b>	<b>PROPOSAL NARRATIVE.....</b>	<b>20</b>
6.1	Description of Program .....	20
6.2	Agency Performance .....	22
6.3	Diversity, Equity, Inclusion and Recipient Input.....	23
6.4	Financial Assessment.....	25

# New York State Office of Mental Health (OMH)

## 1. 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 housing that will support individuals with a serious mental illness (SMI) who are currently involved in the criminal justice system, pending release or recently released from incarceration, and/or subject to community supervision (i.e., probation, parole, court mandate). Individuals who are admitted to this program will be connected to community supports to facilitate the transition back to the community and a more independent housing setting. These supports may include a Safe Options Support (SOS) Team, Assertive Community Treatment (ACT) Team, Forensic Assertive Community Treatment (FACT) Team, Forensic Intensive Case Management (FICM), Intensive Mobile Treatment (IMT) Team, Critical Time Intervention (CTI) Team, Forensic Intensive and Sustained Engagement Team (F-INSET), or Specialty Mental Health Care Management (SMH CM).

Based on the need for additional treatment apartment housing opportunities to advance this mission, NYS OMH is announcing this Request for Proposals (RFP) for the development and operation of up to ten transitional treatment apartment housing programs throughout New York State to support the above noted population. In addition to a mental illness, individuals may also have a substance use disorder, physical health care needs, or a combination of all three.

Please note that within this target population group, individuals with an active Assisted Outpatient Treatment (AOT) Order must receive priority access 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 to be served by the Treatment Apartment programs include individuals who have current involvement with the criminal justice system or are under arrest, incarcerated, or subject to community supervision (i.e., probation, parole, court mandate). These individuals may have co-occurring substance use and physical health disorders. Their needs are often complex, and their disorders are often under-managed and further complicated by varying degrees of involvement with the criminal justice system. These individuals may also be high users of emergency and/or crisis services, are isolated from community supports (including family), are in danger of losing their housing/becoming homeless, and/or are homeless.

#### Eligibility Criteria

- Individuals must have current involvement with the criminal justice system, including but not limited to at least one of the following:
  - Pending criminal court proceedings;
  - Incarcerated and pending release;

## New York State Office of Mental Health (OMH)

- Involved with treatment or specialty court, and/or court based mental health navigators;
  - Subject to community supervision (i.e., probation, parole, court mandate);  
OR
  - Being released from jail or prison or released within the last year prior to referral.
- In addition to one of the justice-involvement criteria above, one of the following is required:
    - Individuals with a serious mental illness experiencing street homelessness, those in temporary shelter settings, or those at risk of losing their housing;
    - Individuals with a serious mental illness who are being discharged from State-operated Psychiatric Centers (PC's) or State-operated residential programs;
    - Individuals who are current patients of NYS OMH Psychiatric Centers who were admitted into the State Psychiatric Center immediately following a prison sentence.
    - Individuals served via OMH CNYPC Prison Based Operations who are being released and are at the highest risk of recidivism without appropriate support and intervention as determined through an OMH central review process.
    - Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital.

### 1.3 Allocation of Scattered Site Units

The ten treatment apartment housing programs will be sited in the following counties where there is a demonstrated need:

<b>County/Program</b>	<b>Units</b>
Bronx	10
Broome	10
Dutchess	10
Kings	10
Monroe	10
Oneida	10
Onondaga	10
Schenectady	10
Ulster	10
Westchester	10

Applicants will be awarded the number of units per county as indicated above. Applicants may apply for multiple programs. Applicants must submit a separate application for each program/county for which they are applying. Applicants should also

## **New York State Office of Mental Health (OMH)**

indicate if they would be willing to accept more than 10 units for the county they bid on, in the event not all counties are awarded and there remain units to allocate following initial awards. Applicants should indicate the number of additional units they would be willing to accept. In the event that units are not awarded for all designated counties, passing applicants will have their awards increased proportionally up to the number of units an applicant indicates they are willing to accept. In instances where the number of unawarded units cannot be allocated evenly, extra units will be awarded in order of county population (per estimates provided at [County Population Totals: 2020-2023](#)). There is no capital associated with this RFP. However, agencies are encouraged to consider clustering apartments around a building “hub” to enable the recipients to socialize, obtain peer support, and other services. This “hub” (which can act as a centralized meeting place) could be space within a building owned by the applicant agency.

### **1.4 Referrals**

For NYC programs, eligibility for the forensic treatment apartment units referred to the program will be determined by the Human Resources Administration (HRA) through the submission of the HRA 2010 E. Approved HRA 2010E housing applications will be sent to the agency awarded the program by the Center for Urban Community Services (CUCS) which operates the Housing Single Point of Access (SPOA).

For the rest of New York State programs, eligibility for the forensic units referred to the program will be managed through the respective County’s Housing Single Point of Access program (SPOA).

## **2. Proposal Submissions**

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

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from contacting 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:

Jeremy Rossello  
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](mailto:OMHLocalProcurement@omh.ny.gov)

## New York State Office of Mental Health (OMH)

### 2.2 Key Events/Timeline

RFP Release Date	3/13/2025
Questions Due	3/27/2025
Questions and Answers Posted on Website	4/10/2025
Proposals Due by 2:00 PM EST*	5/1/2025
Anticipated Award Notification	6/5/2025
Anticipated Contract Start Date	10/1/2025

\*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 providing mental health services to persons with serious mental illness and a history of justice involvement through the operation of housing or an ACT Team.

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](mailto: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 "Transitional Housing for Individuals who are Justice Involved" 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.

## New York State Office of Mental Health (OMH)

### 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.**

## New York State Office of Mental Health (OMH)

**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](mailto: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.

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](mailto: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



## New York State Office of Mental Health (OMH)

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 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](mailto: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

## New York State Office of Mental Health (OMH)

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](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](https://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 whose conduct and/or proposal fails to conform to the requirements of the RFP;
- 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

## **New York State Office of Mental Health (OMH)**

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;
- Reallocate any remaining units to another county, listed in section 1.3 Allocation of Scattered Site Units, if allocated units in any other county are not awarded.
- Allocate units exceeding the designated county caps if it is necessary to fully award the allocations.
- 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.

### **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 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

## **New York State Office of Mental Health (OMH)**

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. For New York City contracts, the fiscal period is July 1 through June 30 of each year. 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.

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.

## New York State Office of Mental Health (OMH)

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 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.

## **New York State Office of Mental Health (OMH)**

### **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 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

## **New York State Office of Mental Health (OMH)**

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 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

## New York State Office of Mental Health (OMH)

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	50
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	30
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.



## **New York State Office of Mental Health (OMH)**

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.

In case of a tie in the scoring process, the proposal with the highest score on the Description of Program (Section 6.1) of the Proposal Narrative will be ranked higher.

### **4.3 Process for Awarding Contracts**

#### **4.3.1 Initial Awards and Allocations**

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.4 of this RFP. Applicants will be rated based on their final total score and the applicant with the highest score by unit location will receive an award. If there are units not requested or awarded OMH will make awards to applicants with a passing score to support development until all units are issued, as described in Section 1.3.

Applicants that receive a final total score of less than 70 will be ineligible to receive operating funding.

#### **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

1. Failure to meet start-up milestones, including hiring of core staff, procuring office space, and receiving the Operating Certificate through licensing.
2. Failure to maintain staff to client ratio.
3. Excluding referrals based on criminal or substance abuse history, or poor performance outcomes.

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**

This RFP is issued to provide transitional housing and support services for up to 100 individuals who meet the criteria outlined in Section 1.1 and in accordance with the allocations outlined in Section 1.2. This housing will be licensed consistent with OMH's treatment apartment model.

Agencies must work in partnership with county Single Point of Access, Central New York Psychiatric Center Pre-Release Services, Department of Corrections and Community Supervision, along with forensic case management, Court-Based Mental Health Navigators, Health Homes, Assertive Community Treatment (ACT)/Forensic Assertive Community Treatment (FACT) teams and other treatment providers. Referrals with an active AOT Order must receive priority consideration. If applicable, providers are required to develop coordinated discharge/and admission plans with the referral entity dedicated parole officer, forensic case manager or health home care manager, ACT/FACT Team or other treatment provider to ensure their successful transition into the community.

It is critical that agencies establish partnerships and/or collaborative agreements with at least one of the Health Homes serving their community and become a network partner in at least one Health Home. Note, however, that establishing a partnership with a particular Health Home does not preclude agencies from being required to serve all individuals regardless of which Health Home they are assigned to. It is an expectation that agencies will work with all Health Homes regardless of established partnerships.

A list of designated Health Homes is available on the [NYS Department of Health's website](#).

The Treatment Apartment Program provides support and skills training to individuals in an apartment setting. Using an individualized assessment and service planning process, residents develop meaningful goals, make progress towards their personal recovery, gain skills and independence, learn to use community resources and develop natural community supports.

In Treatment Apartment Programs, visits range in intensity from one to seven visits per week based on need and joint decision making. It is anticipated, however, that for the first three months of residency, visits will be more intense, with a minimum of three visits per week occurring per recipient. The proposed staffing plan should be sufficient to support this intensity of service. Applicants should also consider the unique needs of this population and incorporate staff who are specialized in meeting those needs, including but not limited to peer support staff with relevant experience, vocational specialists, etc. As progress towards goals and recovery are made over time, the frequency of the visits may be reduced to a minimum of once per week.

The length of stay for these units is targeted at 12 months or less. As individuals become stabilized and require less intense services, they should be transitioned to alternative housing resources. This could include transfer to a more traditional treatment apartment program. Consideration should be given to the connection to peer

## **New York State Office of Mental Health (OMH)**

bridger services as a part of the step down to less intensive services, to provide support during these transitions.

Treatment Apartment units must be developed as scattered site rental units. The rentals may be studios or one-bedroom apartments. Unit configuration will be approved by the appropriate field office post-award.

Treatment Apartment housing and the restorative and rehabilitative services provided, are transitional, and should be geared to help residents maintain physical and emotional health, participate in community based therapeutic and rehabilitative programs, assist with educational and potential employment opportunities, sustain healthy relationships, and generally improve the ability of residents to enhance the quality of their own lives.

Residents must be educated on the full range of housing options. Discharge planning, with appropriate time frames, must commence upon admission. Housing staff will facilitate transition of individuals to the most appropriate level of housing of their choice. This may include securing needed documents and information (psychiatric evaluation, psychosocial, homeless history, identification, medical) from the team working with the individual. Program staff will assist individuals with securing a more independent level of housing along with treatment and supportive services, as needed, to ensure housing stability and success upon discharge.

Individuals served are likely to have complex needs, including co-occurring substance use disorder, physical health disorders, trauma history, behavioral challenges, and/or difficulty engaging in treatment and pro-social activities, complicated by some degree of involvement with the criminal justice system. They are also likely to have complex backgrounds including significant periods of institutional living, hospitalizations, and homelessness, and they may not have developed the skills needed to live independently in the community.

Services provided by the agency will vary, depending upon the needs of the resident. Housing staff will encourage and assist residents to develop natural community supports, use community resources, and pursue an individualized path towards recovery. Staff will be educated about the effects of being incarcerated and the difficulties individuals face when transitioning from a highly structured environment to one that is not. Staff will help individuals develop meaningful and productive structure of their time. Staff will help the individual to establish a household and facilitate the resolution of any interpersonal 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.

## New York State Office of Mental Health (OMH)

It is the intent of this program that the residents will increase their independence in the community such as but not limited to independently completing the following tasks: scheduling and attending appointments, including behavioral health, physical health and justice-related appointments; adhering to their medication regime; managing finances and household budgets; utilizing community resources; maintaining their housing, psychosocial rehabilitation; and conducting activities of daily living. Staff will encourage, educate and assist with developing a sense of community both internally and externally from the mental health system.

Staff must have the skills and experience necessary to help residents address physical and emotional needs, participate in therapeutic programs, assist with educational and employment opportunities, and acquire the skills necessary for individual growth and self-sufficiency. Staff must be knowledgeable about housing opportunities in the community and other community services. They must be able to support individuals with co-occurring substance use disorders, be trained in the principles of harm reduction, and have a strong belief in hope and recovery. Peer Support Staff are essential to provide the services of engagement, self-advocacy, skill-building, linkage to supports and resources, and entitlement applications.

Program staff should be trained in the application of Aggression Replacement Training (ART) and Interactive Journaling or equivalent programming approved by OMH Central Office. In addition, all staff will be required to complete the CUCS Academy for Justice-Informed Practice Certificate program. This training is focused on education and skills required for working with a justice-involved population. Staff training opportunities include but are not limited to:

- Understanding violence and staff safety
- Understanding the criminal justice system
- Supporting mandated clients including working with parole
- Trauma-informed care for justice involved individuals
- Reducing recidivism and promoting recovery
- The clinical impact of incarceration
- First person perspectives on the experience of incarceration to recovery; and
- Intensive Motivational Interviewing training, including supervisory level Motivational Interviewing

Staff training should also include, but not be limited to, cultural competence, de-escalation, and medication supervision. Staff will utilize a Recovery Oriented Cognitive Therapy (CT-R) model as a framework for daily activities and engagement. Program staff will develop safety plans with residents, if warranted.

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has a statutory authority and responsibility for oversight and cross-

## **New York State Office of Mental Health (OMH)**

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 Treatment Apartment programs. Applicants should notify the LGU(s) of their intent to apply.

### **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**

Ongoing funding to support the operation of the apartment treatment units will be provided by (1) a combination of SSI and Medicaid funding, consistent with the OMH fiscal model for the Treatment Apartment residential program and (2) State Aid totaling \$10,000 per bed per year for Downstate programs and \$9,000 per bed per year for Upstate programs. Each agency's current programmatic structure will determine specific funding amounts. Site specific property costs for the new apartment treatment beds will also be incorporated into the successful applicant's Gross, Income, and Net (GIN) fiscal model and paid for with SSI revenue and state-aid in the event the GIN model's anticipated SSI revenue is not adequate to cover 100% of the expense.

In addition, Program Development Grant (PDG) funds are available as part of this contract to assist with establishing these Treatment Apartment units. PDG funding will be based on the most current rate at the time of opening, which is currently \$9,677 per bed.

## New York State Office of Mental Health (OMH)

### Average Anticipated Revenue (Per Bed):

County	Region	Region Type	Units	MA Revenue (Per Bed)*	SSI Revenue (Per Bed)	State Aid Enhancement (Per Bed)	Total Revenue (Per Bed)**
Bronx	New York City	Downstate	10	\$ 46,440	\$ 12,556	\$ 22,800	\$ 81,796
Broome	Central	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Dutchess	Hudson River	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Kings	New York City	Downstate	10	\$ 46,440	\$ 12,556	\$ 22,800	\$ 81,796
Monroe	Western	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Oneida	Central	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Onondaga	Central	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Schenectady	Hudson River	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Ulster	Hudson River	Upstate	10	\$ 39,577	\$ 12,239	\$ 21,800	\$ 73,616
Westchester	Hudson River	Downstate	10	\$ 46,440	\$ 12,556	\$ 22,800	\$ 81,796

\*Medicaid revenue per bed may vary due to existing Community Residence programs on applicant's Gross, Income, and Net (GIN) fiscal model.  
 \*\*Site specific property costs for the new apartment treatment beds will also be incorporated into the successful applicant's Gross, Income, and Net (GIN) fiscal model and paid for with SSI revenue and state-aid in the event the GIN model's anticipated SSI revenue is not adequate to cover

## 6. Proposal Narrative

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

**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.**

Any supporting attachments MUST be labeled specific to the question 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

1a. Describe how your agency meets eligibility criteria outlined in Section 2.4

1b. Indicate the program (by county) which you are proposing to serve. Specify the number of studios and one-bedroom apartments intended to be developed and the location of these apartments, if known. Please note: two-bedroom apartments are not recommended for individuals who are justice-involved often due to probation/parole conditions.

1c. Describe admission criteria, and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with CNYPC Pre-Release Services, SPOA, Department of Corrections and Community Supervision (DOCCS), the OMH Field Office, and Health Homes. Explain engagement strategies to be used to connect with recipients. Describe the approach and strategies that will be used to identify appropriate and safe housing in the community.

1d. Describe how the agency will provide an orientation to individuals during the admission process. Include details, including but not limited to tenant rights; how to

## New York State Office of Mental Health (OMH)

access community resources and the locations of those resources; transportation availability; understanding the conditions of the program; how to be a good tenant/neighbor; and understanding the roles of the service providers.

1e. Describe your agency's ability to serve individuals with forensic histories. Include your agency's ability to provide culturally competent care and services to individuals with serious mental illness and co-occurring disorders.

1f. Describe what services will be provided to address the specialized needs of this population and assist individuals in re-integrating into the community and maintaining their housing, including but not limited to, orientation/re-orientation to the community, changes in the community, and managing the transition often from a highly-structured setting to independent living, addressing physical health needs (long term care), providing mental health wrap around services, substance use services, and clinical services. Describe how you will incorporate the use of peer to peer services and supports in a meaningful way that will be available to support individuals in their transition to Treatment Apartment housing.

1g. Explain at a minimum, service plan development, coordination with other service providers, including but not limited to, Health Home care managers, ACT/FACT/SOS teams, community treatment providers or other transitional support teams, peer support, and relapse prevention. Describe how you will work with the individual, their referral sources, other service providers and the individual's natural supports to develop an individualized, recovery-focused service plan. Attach a sample copy of the functional assessment tool and service plan that will be used with individuals.

1h. Address the approach and strategies to be used to assist recipients in adhering to conditions of parole (if applicable). Explain the process for handling resident emergencies after hours and on weekends.

1i. Provide a staffing plan for this program including FTEs and staffing schedule. 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 including peer staff with lived justice involved experience. Describe your agency's initial and ongoing staff training program which includes education pertaining to serving individuals with criminal justice involvement. Explain how supervision of staff, at all levels, will be provided and by whom. Explain the measures your agency will take to recruit and retain experienced employees.

1j. Describe your agencies policies to maintain a low barrier to admission which will promote a rapid, smooth transition into housing. Describe how your agency promotes a culture of transition to more independent levels of housing.

1k. Attach a copy of the program / residency agreement. Provide the fee collection and arrears procedure. Describe the supports provided by the agency to appropriately ensure program fee payment is made on time by residents. Provide the policy and procedure for discharge. Include a description of the range of interventions that would

## New York State Office of Mental Health (OMH)

be used to prevent someone from losing their housing. Attach the grievance procedure that will be provided to residents.

1l. Demonstrate your understanding of OMH Treatment Apartment housing. Provide information on assessing needs, service plan development, coordination with other service providers and natural supports, peer support, restorative service documentation, grievance procedures, cultural competence, and addressing emergency situations.

1m. 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 Agency Performance

#### **Applicant should answer either question 2a. or 2b.**

2a. Applicants that hold a current OMH housing contract must provide an overview of the agency's experience in providing housing services to individuals who are recovering from a serious mental illness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Treatment Apartment Housing reviews to demonstrate that your agency operates Treatment Apartment Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report.

2b. Applicants that do not hold a current OMH housing contract must describe their agency's experience with and ability to serve individuals who are justice involved and recovering from a serious mental illness. The applicant must also describe a situation where successful interventions were used to assist an individual in meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state, or federal government agency. Emphasis should be placed on describing the agency's experience and awareness of community resources.

2c. Describe the agency's experience in providing recovery-oriented housing and/or mental health services to adults who are justice involved and diagnosed with serious



## **New York State Office of Mental Health (OMH)**

mental illness and/or cooccurring disorders. Describe your agency's history and provide a general description of the agency structure. Include an organizational chart.

2d. Describe the extent of your organization's residential and/or programmatic presence and activity in the area(s) for which you are bidding; and how that capacity may benefit the proposed Treatment Apartment program.

### **6.3 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**

3a. 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.

3b. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.

3c. 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).

3d. 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)
- 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 1.3.
- 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

## **New York State Office of Mental Health (OMH)**

- Discuss how the plan will be regularly reviewed and updated.

### **Equity Structure**

3e. 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).

3f. 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**

3g. 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**

3h. 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**

3i. Describe the agency or program's plan to espouse recovery and resilience-oriented values into practice.

### **Collaboration with Diverse Community-Based Stakeholders/Organizations**

3j. 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.

**6.4 Financial Assessment**

4a. Describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:

- Detailed expense components that make up the total operating expenses;
- The calculation or logic that supports the budgeted value of each category; and
- Description of the agency's salaries and how they are adequate to attract and retain qualified employees.

4b. The Operating Budget (Appendix B) must be completed and include service expenses, and estimated property related expenses for the OMH-funded Apartment Treatment units. Applicants should also identify other sources of revenue in addition to OMH funding, if applicable. Please note that approval of an operating budget will be finalized once the selected applicant has been chosen. The applicant must provide assurances that the agency will operate the Apartment Treatment Program consistent with the Gross-Income-Net (GIN). (see Appendix B).

Use the Operating Budget (Appendix B) to submit with your proposal. The Operating Budget (Appendix B) format is available in SFS and a sample can be viewed on the OMH website. Do not substitute your own budget format. Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.