



**Office of
Mental Health**

**MH253024 - Aging in Place Pilot
Western New York Region**

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- MH253024

April 2026

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**Aging in Place Pilot
RFP#MH253015
Applicant Checklist**

Frequent Issues/Questions:

- Please begin working on your application in SFS **no later than 5 business days before the application due date** and **submit no later than 48 hours before the due date**. This will allow you time to troubleshoot any issues that arise that may prevent you from submitting. 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.
- All required forms/templates are available in the “Event Comments and Attachments” section of SFS. 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.
- No workplan is required at this time, if awarded, a workplan will be developed during the contract development phase.
- The “Bid Amount” box is required to be filled out in SFS. Please enter the total amount of funding your organization is requesting from NYS OMH in this box.
- 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 will prohibit the submission of the application in SFS.

Please complete the following checklist prior to submission of your proposal. This checklist **SHOULD NOT** be submitted, it is for your use only.

Confirm the following:

- Your organization has met the eligibility requirements outlined in **Section 2.4 Eligible Agencies**
- Your organization is prequalified in SFS. SFS will prevent submission if your organization is a not-for-profit and not prequalified (see **Section 2.8 and 2.9 of the RFP document** for more information on Registration, Prequalification and Training Resources for SFS)
- Updates to the RFP can happen at any time, per **Section 2.6**, check the OMH website for any updates to the RFP posted by OMH.
- Notification of intent to apply was sent to local government unit and proof has been uploaded in SFS. A list of County Local Mental Hygiene Directors can be found [here](#).
- Provider Contact form completed and uploaded in SFS
- Sexual Harassment Prevention Certification Completed and uploaded in SFS
- Gender Based Violence and the Workplace Certification completed and uploaded in SFS.
- Proposal Template completed and any applicable attachments labeled with question numbers (example: question 6.2a calls for a sample assessment tool, the assessment tool should be labeled as 6.2a and added at the end of the Proposal Template)
- Proposal Template and attachments (except budget, see next checkbox) combined into one PDF and uploaded in SFS under Q1
- Budget Template Completed (left in Excel) and uploaded in SFS under Q2
- Application submitted in SFS prior to the due date and time listed in **Section 2.2 Key Events/Timeline** (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.)

1. Introduction And Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) announces the availability of enhanced annual operating funding and up to \$2 million in capital funding to develop one (1) Pilot Program for adults who are aging and are currently, or could be with enhanced supports, residing in the CR-SRO level of care. This pilot program will be developed within an existing CR-SRO program already operated by the applicant. The expectation is for an agency to set aside 20-25 existing units within the CR-SRO program to support long-term care services for older adults and medically complex individuals. Agencies with multiple CR-SROs within 30 minutes travel time of each other may propose to utilize these enhanced services across multiple programs.

Capital funds up to \$2 million for minor renovations and/or environmental modifications will also be available. It is OMH's expectation that this pilot program will prioritize 20 to 25 older adults that require enhanced supports to avoid the need for transfer to a higher level of care such as hospitalization, assisted living residences, and/or nursing homes.

OMH intends to fund one (1) existing CR-SRO program, in OMH's Western New York region, that can demonstrate an ability to provide appropriate need-based housing services for those aging in the community. Applicants also need to demonstrate their ability to undertake minor renovations and/or environmental modifications to eliminate physical barriers impeding aging and medically complex residents and allow them to remain in their current setting. The capital award will not exceed \$2 million dollars. Project scope and budget will be developed by the selected applicant in conjunction with the OMH Bureau of Housing Development and Support after further analysis of the project. Capital and enhanced operating funding will be subject to approval by the New York State Division of the Budget (DOB).

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 the aging in place pilot are individuals 55 years or older meeting criteria for CR-SRO level of housing who also have unmet age-related, long term care needs, and/or are living with chronic medical conditions that require enhanced supports to prevent unnecessary institutionalization.

The awarded program will already be in operation and likely fully or almost fully occupied. As vacancies occur in this program, the awardee should work with SPOA and OMH to identify referrals that meet eligibility criteria for the pilot to fill out the roster. The awardee may also enroll existing residents in the pilot who require these enhanced services to remain stably housed in the program.

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 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:

Jeremy Rossello
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	4/15/2026
Questions Due by 2:00 PM EST*	5/6/2026
Questions and Answers Posted on Website	5/28/2026
Proposals Due by 2:00 PM EST*	6/25/2026
Anticipated Award Notification	7/28/2026
Anticipated Contract Start Date	1/1/2027

*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 are currently operating an OMH licensed CR-SRO with 48 or more units. If an applicant is proposing to serve multiple programs with this enhanced funding, the total units of the

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programs identified must exceed 48.

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 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 “Aging in Place Pilot” 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.

Protests related to disqualification must be filed within fifteen (15) business days after the notice of disqualification.

2.8 SFS Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013,

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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

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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.

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 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 will prohibit the submission of the application in SFS.

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Final Submission Format

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. Uploading documents that are not in PDF form (other than the budget, which must be uploaded as an excel document) will result in the disqualification of the application.

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 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 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;

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- 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 calendar 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, non-award or disqualification decision must be filed within fifteen (15) business days after the notice of conditional award, non-award or disqualification 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 contract 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. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH’s Contract for Grants

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

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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.

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

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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.

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

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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 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 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

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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 Gender-Based Violence and the Workplace Certification

State Finance Law §139-m requires all vendors bidding on state contracts to implement and attest to a Gender-Based Violence and the Workplace policy. Applicants on state procurements must certify that they have a written policy addressing gender-based violence and the workplace that meets the minimum requirements of State Finance Law §139-m. 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.

3.10 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.

3.11 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.

3.12 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.

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3.13 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
LGU notification	1
Population	10
Description of Program Enhancements	26
Description of Building Modifications	23
Agency Performance	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
Total Proposal Points	100

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.

Reviews 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.

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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 Enhancements (Section 6.2) of the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

Proposals will be ranked, and one award made to the applicant with the highest score in the Western New York Region.

The goal of this RFP is to award one program in OMH's Western New York region.

Following an award, the agency is expected to:

- Amend current Operating Contract to include the enhanced funding as indicated in Section 5.3
- Continue to collaborate with OMH's Bureau of Housing Development and Support to prepare a Project Justification that can be used to submit the project for NYS Division of Budget (DOB) approval.
- Enter into a Capital Contract and cooperate with all financing requirements in a timely manner upon DOB approval.

4.4 Allocation of Funding

OMH intends to make one (1) award located in and serving OMH's Western New York (WNY) region.

For a map of OMH regions and list of counties in each region, please refer to this link for counties overseen by the [OMH Field Offices](#). The awardee is not anticipated to provide full geographic coverage to the region in which they are awarded. Applicants may propose to site their project in any county in the WNY region.

4.4.1 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 a project within 18 months of the award notification date; an OMH determination that the project is not feasible; failure to meet start-up milestones. 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. In the event

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the award cannot be made, OMH reserves the right to re-procure the terminated or reassigned 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.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant can comply with all participation standards and meets the conditions detailed in its proposal.

Once an Applicant is notified of an award through this RFP, they may also be required to submit an "Feasibility Request Form." The Bureau of Housing Development and Support staff will review this information and may contact the agency for further information regarding the planned capital improvements and/or to arrange a visit to the site. If the site is acceptable, OMH will order a feasibility study to further evaluate the proposed plan.

The Capital Budget of the awardee is subject to approval by the Bureau of Housing Development and Support after further analysis of the project before the Capital Budget is finalized.

Capital contracts will be finalized when the Division of the Budget (DOB,) the NYS Attorney General and the Office of State Comptroller approval is received. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an Applicant until the applicable action(s) listed above occur.

This capital funding is made available as interest free construction financing, and it must be repaid with a Dormitory Authority of the State of New York (DASNY) bond mortgage. OMH would in turn fund the annual debt service for this mortgage. The Applicant must agree to an Assignment Agreement allowing OMH to make payments directly to DASNY on behalf of the Applicant.

5. Scope of Work

5.1 Introduction

Both enhanced operating funding and capital funding, up to \$2 million, will be made available to the not-for-profit provider currently operating a Community Residence Single Room Occupancy (CRSRO) housing program. The enhanced operating and capital funding awarded through this RFP will create one pilot program in the WNY region. The pilot program will serve 20 to 25 individuals ensuring these individuals are safely housed in CR-SRO housing with support services to meet their needs. The capital funding will help reduce physical barriers that may prevent individuals from reaching a level of independence they otherwise would be unable to achieve and maintain. In addition to the staffing model for a traditional CR-SRO, the staff to provide enhance service include a full-time Registered Nurse and two other FTEs (either Home Health Aides and/or

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Occupational Therapists).

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 CR-SROs. Applicants should notify the LGU(s) of their intent to apply.

5.1.1 Quality Infrastructure and Reporting Requirements

1. **Quality Infrastructure:** The provider who operates the program must have a quality, supervisory and operational infrastructure. The provider will be required to submit regular reports to OMH regarding all individuals served including length of service, characteristics of individuals served, diagnoses, services provided, disposition, and follow-up. Information may also be submitted regarding performance indicators demonstrating that individuals' continuity of care has been assured and that services have been provided to improve social drivers of health, resident satisfaction and community tenure related to aging concerns. Reporting metrics may include data needed to demonstrate how enhanced services improve health and/or prevent decline and reduce costs on the healthcare system through a reduction of unnecessary hospitalizations and emergency department use.

2. **Participation in Learning Community:** The provider awarded through this RFP will be expected to participate in an active learning community, in collaboration with OMH, to review progress, outcomes and develop best practices. Learning community activities will involve, at a minimum, quarterly meetings with OMH, other pilot awardees and key stakeholders to assure that case level and program-wide concerns can be quickly addressed, and the learning is shared across the state.

3. **Utilization Review:** The provider will have a systemic approach for self-monitoring and ensuring ongoing quality improvement including analyzing utilization review findings and recommendations. This information should be used to measure timeliness of services, disposition and outcomes, and will inform the agency's overall quality improvement plan. The provider should ensure continuous quality improvement of services and development of the program including regular monitoring and evaluation of outcomes. The provider will participate in site visits from OMH and LGU where applicable.

5.2 Objectives and Responsibilities

The awarded vendor will be expected to meet the objectives and responsibilities below. These will form the basis for the scope of work and contract deliverables when an award is made.

- A. Program 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,

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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.

Under this RFP, the provider must dedicate 20-25 OMH-licensed Community Residence Single Room Occupancy (CR-SRO) units of an existing CR-SRO program to serve individuals who are aged 55 years and older or are younger than 55 years and have complex medical needs who require homecare services to prevent premature placement in higher levels of care such as hospitals, assisted living residences, or nursing homes. Applicants may develop these enhanced services across multiple programs if they have multiple CR-SROs within 30 minutes travel time of each other.

The selected agency will receive eligible applicants through the (SPOA) or will have already identified participants for this pilot project from their current pool of residents living in the CR-SRO or elsewhere in the agency's housing portfolio. The awardee should work with applicable SPOAs and OMH to ensure individuals referred have the long-term care needs required by this pilot. It is expected that the agency will maintain a low barrier admission policy and promote a rapid transition to housing. To advance this objective, credit and background checks on potential tenants are prohibited. Further, agency admission policies should be designed to screen in applicants with the greatest need and must not place an undue burden on the referring entity or recipient. Communication between parties should promote a collaborative relationship to facilitate admission to the program. Requirements such as sobriety or community tenure must not impact acceptance. Once accepted the agency will work with the individual and referring entity to develop a coordinated admission plan to ensure a successful transition and "warm hand off".

Enhanced staff of the pilot should be comprised of a 1 FTE Registered Nurse and two additional FTEs. Those FTEs may be Home Health Aide (s), and / or Occupational Therapist(s) with experience in geriatrics. Staff will work in close collaboration with primary care physicians, specialty care providers, hearing and vision providers, and others to ensure that individuals are receiving all services and supports needed to live in the CR-SRO.

Staff should be knowledgeable about and have experience working with the older adult population and the interaction between mental health, substance use, and physical health. Staff shall be well versed in trauma responsive approaches and communications, and culturally responsive and inclusive, attempting to mitigate the effects of discrimination based on individuals' demographic identity (race, ethnicity, spiritual practices, gender identity, sexual orientation). Staff must show sensitivity toward individuals' personal stories as they may relate to oppression and inequality. Staff should also be well versed in the various Medicare and/or Medicaid Health Plans (e.g.,

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Managed Long-Term Care Plans, Medicaid Advantage Plus Plans, etc.) for older adults and able to establish collaborative relationships with health plans.

In addition to routine CR-SRO Staff responsibilities described above, staff of this pilot program are responsible for the following based upon the individual resident's needs and preferences:

- Arranging for assessment for specific risk factors associated with aging such as social isolation/loneliness, cognitive decline and impaired executive functioning, compromised mobility, hearing, vision, dementia, psychosis, and chronic medical conditions.
- Arranging for evaluation of residents to determine priority areas of occupational performance/participation with a focus on functional independence and participation related to maintenance of housing.
- Assisting in implementing environmental, adaptive, and compensatory modifications, such as the installation of durable medical equipment, training on use of specialized tools, or assistance identifying alternative ways to complete a task.
- Providing support to help individuals adapt to the physical or cognitive mental disabilities that occur later in life from illnesses or injuries, and to adapt to any new limitations and learn strategies to live as independently as possible.
- Reviewing rehabilitation needs with other consultation team members and providing findings to the individual's service providers to assist in finding ongoing services that best promote their functional independence.
- Arranging for assessing for mental status and cognitive skills, understanding acute and chronic health issues, and discussing common health concerns, such as falls, incontinence, changing sleep patterns and sexual issues.
- Reinforcing education given to residents about personal safety and disease prevention and explaining adjustments to medication regimen to ensure understanding and collaboration around medication adherence. Supporting residents in understanding how to use nursing recommended devices, such as electronic pill boxes and personal emergency response systems (PERS), to help manage complex medication regimes and
- Taking a lead role in connecting individual to a primary care physician and/or coordinating with primary care physician on supports needed to maintain highest level of physical, cognitive, mental, and emotional wellbeing. In addition, coordinate with the primary physician to provide medical assessment, diagnosis information, and their impact on functioning with entities conducting eligibility and application processes for services.
- Providing support for individuals with visual or hearing impairments and makes recommendations for linkage with appropriate vision rehabilitation therapists and mobility specialists.

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- Help apply for/access long-term care options available through Medicaid, Medicare, and local Offices for Aging, including skilled home health services, home health aide services, personal care, and the consumer-directed personal assistance program (CDPAP.) In addition, provide information to individuals on different program options to support independence and support individuals in completing the processes required to obtain services.
- Reviewing insurance options including managed long-term care (MLTC) plans and share findings with individuals to assist them in making an informed choice that best fits their needs and finances.
- Assisting with linkage to social adult day services, non-Medicaid transportation, meals and nutrition services, Medicare options, and NY Connects to explore Medicare-supported options and programs offered through the local offices for aging.
- Providing support around grief and loss issues associated with the aging process and makes recommendations for linkage with programs that support wellbeing, prevent social isolation, and connection with meaningful life activities.

Upon beginning capital construction for any building modifications needed to support this pilot project, the awardee will be required to submit a "Prior Approval Review" (PAR) Application as part of the development process, which is available on the Internet at: <https://omh.ny.gov/omhweb/par/omh165.pdf>.

5.3 Operating Funding

CR-SRO programs are funded through a combination of client SSI Congregate Care Level II income and OMH net deficit funding.

For the program awarded through this RFP additional annual operating funding will be provided. This funding is intended to support staff as outlined in section 5.1 and enhanced services provided to aging adults. Funding for this program may not be utilized in any other program besides those identified in the application and approved by OMH, even if funded on the same contract.

Applicants should complete their budget with the appropriate total funding amount of \$274,067 for the WNY region, or the most current rate. Applicants are reminded that funding to support the operation of this program is contingent upon the continued availability of State appropriations.

5.4 Capital Funding

OMH intends to award up to \$2 Million to the program awarded. This capital funding is intended for minor renovations and environmental modifications needed to meet the needs of the aging population within the existing CR-SRO.

6. Proposal Narrative

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.

A proposal template is provided in the “Event Comments and Attachments” section of SFS and MUST be used to answer the following questions. 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.

Proposals/applications not submitted as described (other than the budget which must be uploaded in excel format) will result in disqualification of the application.

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

6.1 Notification of LGUs

a. To receive the point for LGU notification, identified in section 4.1 Evaluation Criteria, please provide proof that LGU(s) were notified of your agency’s Intent to Apply to this RFP (e.g., sent email, certified letter, etc.). A list of County Local Mental Hygiene Directors can be found [here](#).

6.2 Population

a. Provide the address, including county, where the CR-SRO is located. If proposing to develop enhanced services across multiple programs, please provide all addresses and note the travel distance between sites. Detail the number of residents currently residing in the CR-SRO and of those residents, how many meet the criteria for aging adults?

b. Describe in narrative form the characteristics of the older adults currently being served in the CR-SRO. Include characteristics such as, but not limited to, service history, present skill level, mobility, community living skills, existence of social supports, physical health, and substance use or forensic history.

c. Describe in narrative form the service needs of the older adults, specific to the characteristics described (in 1.b.) above. Describe the approach that will be used to ensure the successful support of individuals and how that will facilitate their retention in the CR-SRO and community.

6.3 Description of Program Enhancements

a. Describe your agency’s experience working with older adults with multiple systems involvement, including mental and physical health, substance use, medical, housing, aging network, and other social service /providers and how you have advocated with them and on their behalf to better coordinate care, both internally and externally and the ways in which your agency has assisted residents in being involved in their communities of choice (e.g., faith, family, residents advisory boards, social groups, arts institutions, etc.).

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- b. Describe how you plan to ensure close collaboration with the Local Government Unit (LGU) to facilitate care for individuals served by the CR-SRO.
- c. Describe resident assessment procedures for specific risk factors associated with aging, and the development of a person-centered, strengths-based service plan developed in coordination with the consumer and other collaterals, as appropriate. Attach a copy of any resident assessment tools and a sample service plan. Explain how these assessments address specific risk factors associated with the aging process.
- d. Describe the proposed enhanced services that will be provided directly by the sponsoring agency and how they address the needs of the aging population identified. If proposing to develop across multiple sites, please explain in detail how each site will receive adequate coverage.
- e. Describe the process of service planning that will incorporate strategies to support residents as they age. Describe how ongoing reassessment will be used to identify risk factors as they pertain to behavioral and physical health needs of aging adults.
- f. Describe how the program will cultivate and encourage natural peer support amongst residents and/or utilized certified peer specialists who have completed the New York State Academy of Peer Services specialization track on aging to provide peer support services.
- g. Indicate the proposed staff that will be hired to support the enhanced services. Provide titles, job descriptions, FTEs and a staffing schedule. If proposing to serve multiple sites, please specify the schedules at each site. Describe the background and expertise staff will be expected to have.
- h. Describe the training and supervision all staff will receive. Explain the measures your agency will take to recruit and retain experienced employees. Highlight agency resources that will be made available to implement the program and how this training and supervision will augment the trainings/supervision already provided to staff working in the CR-SRO.

6.4 Description of Building Modifications

- a. Provide a current description of the building(s) to be included in this capital project, including, but not limited to, the number of floors, kitchen and dining space, lavatories and water closets, common/recreation space, bedrooms, including the configuration of units (singles, doubles, triples), offices space and the outside space available to residents.
- b. Provide a detailed description of the scope of work necessary to improve the physical environment and provide accessible and safe housing for aging individuals at the existing CR-SRO. Modifications can include, but are not limited to, accessibility upgrades, strobe lights, grab bars, low thresholds, etc. If available, provide schematic drawings of the building/space.
- c. Provide a detailed timeline of the necessary tasks and milestones, including but not limited to budget development, contracting; bidding; building construction; and estimated

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completion dates and how they will be achieved.

d. Provide a detailed plan on how the agency will keep residents housed in a safe setting while remodeling is taking place.

e. Describe your agency's experience developing a capital project with OMH or other state agencies.

6.5 Agency Performance

a. Applicants must provide an overview of the agency's experience in operating a Community Residence Single Room Occupancy (CR-SRO) Program, serving individuals who are recovering from a serious mental illness and/or co-occurring substance use disorder, and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and discuss the agency's ability to target OMH priority populations; maintain occupancy standards in all OMH housing programs; maintain appropriate lengths of stay pertinent to the specific housing model; and for licensed programs, ability to transition residents to independent housing. In addition, discuss the outcome of the last agency wide certification review and how the agency addressed any findings identified in the review.

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

6.6 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

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.

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

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).

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:

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- 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.
- 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

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).

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

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

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:

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addressing other language accessibility needs (Braille, limited reading skills); service descriptions; and promotional material.

Recovery Values

i. Describe the agency or program's recovery and resilience-oriented practices and how they will be incorporated into the design of this project.

Collaboration with Diverse Community-Based Stakeholders/Organizations

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.

6.7 Financial Assessment

a. Attach a completed operational budget using the Appendix B budget template. 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. There is no "Start-Up" available for this opportunity.

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, keeping the program start date and phase-in schedule in mind. Applicants should list staff by position, full-time equivalent (FTE), and salary.

b. If applicable, describe how client and, 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;
- 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.

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