



**Office of  
Mental Health**

# **Capital for Expanding Inpatient Psychiatric Capacity (Round 2)**

## **Request for Proposals**

**Grant Procurements**

**(On-Line Submission Required)**

**Statewide Financial System (SFS) Identifier- MH253018**

**January 2026**

## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION AND BACKGROUND .....</b>	<b>1</b>
1.1	Purpose of the Request for Proposal .....	1
<b>2.</b>	<b>PROPOSAL SUBMISSIONS .....</b>	<b>1</b>
2.1	Designated Contact/Issuing Officer .....	1
2.2	Key Events/Timeline .....	2
2.3	Disposition of Proposals.....	2
2.4	Eligible Agencies.....	2
2.5	RFP Questions and Clarifications .....	3
2.6	Addenda to Request for Proposals .....	3
2.7	Disqualification Factors .....	3
2.8	SFS Prequalification Requirement .....	3
2.9	Vendor Registration, Prequalification and Training Resources for Not-for-Profits.....	4
<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.....	11
3.7	Equal Opportunity Employment.....	12
3.8	Sexual Harassment Prevention Certification .....	13
3.9	Gender-Based Violence and the Workplace Certification .....	13
3.10	Bid Response .....	13
3.11	Acceptance of Terms and Conditions.....	13
3.12	Freedom of Information Requirements.....	13
3.13	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	Initial Awards and Allocations .....	15
4.4	Contract Termination and Reassignment .....	16
4.5	Award Notification .....	16
<b>5.</b>	<b>SCOPE OF WORK.....</b>	<b>16</b>
5.1	Introduction .....	16
5.2	Objectives and Responsibilities.....	17
5.3	Capital Funding .....	19
<b>6.</b>	<b>PROPOSAL NARRATIVE.....</b>	<b>19</b>
6.1	Notification of LGUs .....	20
6.2	Population.....	20
6.3	Description of Program .....	20
6.4	Implementation .....	21
6.5	Agency Performance .....	22
6.6	Capital Project Funds.....	22
6.7	Diversity, Equity, Inclusion and Recipient Input.....	23

6.8	Financial Assessment .....	25
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## New York State Office of Mental Health

### Capital for Expanding Inpatient Psychiatric Capacity (Round 2) RFP#MH253018 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 Office of Mental Health announces the availability of \$20 million in capital funds to expand access to inpatient psychiatric services through the development of child, adolescent, and adult inpatient psychiatric (IP) units, including specialty psychiatric units for the treatment of individuals dually diagnosed with mental health disorders and intellectual/developmental disabilities across New York State.

The purpose of the RFP is to solicit proposals from qualified health care organizations to provide high-quality, equitable and accessible inpatient services. The Office of Mental Health is seeking to expand the availability of inpatient psychiatric services to ensure that individuals with mental health needs can access inpatient psychiatric care. Based on local need, these capital funds are intended to address shortages and expand IP capacity, reduce emergency department boarding, improve access to timely, high-quality care, and increase a hospital's ability to serve children, adolescents and adults.

This Request for Proposals (RFP) is intended to address capital needs for the provision of inpatient units in one or more of the following areas:

- A) Acquisition – purchasing of real estate with an existing structure or vacant property on which a new structure can be built.
- B) Construction – building a new structure for the purpose of providing inpatient services
- C) Rehabilitation – restoration of existing structure for the purpose of providing additional or new Inpatient services.

As these programs will be licensed by the Office of Mental Health, physical plants will require compliance with 14 NYCRR 580 or 582.

**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.

## **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:

Carol Swiderski  
New York State Office of Mental Health  
Contracts and Claims

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

44 Holland Avenue, 7th Floor  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

RFP Release Date	<u>1/6/26</u>
Questions Due	<u>1/28/26</u>
Questions and Answers Posted on Website	<u>2/18/26</u>
Proposals Due by 2:00 PM EST*	<u>3/11/26</u>
Anticipated Award Notification	<u>4/14/26</u>
Anticipated Contract Start Date	<u>7/1/26</u>

\*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

Eligible Applicants are:

NYS public health law Article 28 licensed general hospitals organized as a public benefit corporation, a county-operated program, a government entity or as a not-for-profit organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;

Freestanding psychiatric hospitals licensed pursuant to Article 31 of NYS mental hygiene law and NYCRR Title 14 Part 582 and organized as a not-for-profit organization or government entity exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;

Additionally, applicants must currently operate programs licensed, certified or otherwise authorized by OMH and be in good standing with the Office of Mental Health, i.e., not under enhanced program monitoring by OMH. 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.

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.

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

### **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 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 “Capital for Expanding Inpatient Psychiatric Capacity (Round 2)” in the subject line of the email.

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

### **2.6 Addenda to Request for Proposals**

In the event that it becomes necessary to revise any part of the RFP during the application submission period, an addendum will be posted on the OMH website and the NYS Contract Reporter.

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

### **2.7 Disqualification Factors**

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that all eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have been met. During the course of either of these review processes, proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by 2:00 PM EST on the Proposal Due Date posted in section 2.2.

### **2.8 SFS Prequalification Requirement**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to be Prequalified in order for proposals to be evaluated and any resulting contracts executed.

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

Please do not delay in beginning and completing the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume their prequalification information will be reviewed if they do not adhere to this timeframe.

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

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

For any application that does not contain all of the required documentation and/or “See Attached” responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete. A workplan is not required for this RFP.

Each proposal submission through SFS is required to contain:

- Operating Budget
- Capital Budget

**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



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

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 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.

### 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

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

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](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 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.

### Instructions for Completing the Capital-Based Budget in SFS

Applicants must complete an itemized Capital-Based Budget in SFS that provides detailed projected expenses for the proposed capital project expected after the date of contract execution (for tentative date, see Section 2.2.) For Applicants convenience, reference Appendix A to view the format of the Capital Budget to be completed in SFS. The itemized values in the Capital Budget must clearly distinguish between expenses to be claimed under the State grant share and expenses to be covered by alternative sources of funding (if applicable). Match Funds are not required. Please use the Other Funds column to indicate amounts for any applicable funding necessary for the project other than the funds requested under this RFP. Note that the Scoping and Predevelopment, as well as Work

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

Capital/ Reserves categories of expenses are not eligible categories and are therefore not available for entries.

Please use the table below as reference for allowable costs under each Category of Expense in the Capital-Based Budget. This is not an exhaustive list of eligible expenses. However, any expense not listed on the table below are subject to the approval by OMH.

Category of Expense	Allowable Costs
Construction	Site work, Construction, contingency, Rehabilitation should include a 10% contingency and new construction should include 5% contingency of total construction cost.
Design	Architect fees (see definition section), Architect additional fees should be 10% of the contingency cost, engineering fees.
Acquisition	Land / building, closing costs, survey, appraisal.
Administration	Legal fees and accounting fees. As a general guideline, applicants are advised to include \$20,000 for legal fees related to bond financing.
Other	Permits, site testing, insurance, owner's representative, applicants are advised to include a construction cost escalation factor to account for the length of time needed to enter into a construction contract.

Please note that soft cost items, including those set forth above, must be directly associated with the facilitation of the capital project. OMH retains the sole and absolute discretion to reject any non-qualifying soft costs. Also, OMH reimbursement will only be made for actual expenditures based on submitted and approved invoices.

Unallowable expenses include, but are not limited to:

- Costs associated with the operations of program, including but not limited to employee salaries and benefits;
- Interest, fees or other costs associated with other capital funding sources related to the proposed project;
- Costs associated with applying for or administering the OMH capital grant;
- Debt service; or
- Reimbursement of acquisition or carrying costs for property already owned by the applicant.

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

In the Financial Assessment of the application, the Applicant will be asked for a breakdown, explanation and justification of the projected costs included in the Capital Budget in a Budget Narrative. The Applicant will be expected to provide cost estimates and upload supporting documentation for those estimates (i.e. an estimate or estimates prepared by a design or construction professional) in response to Question 5a in Section 5.4.5.

Applicants must complete the entirety of their Capital Budget in SFS. Do not upload your own Capital Budget form. Failure to complete the Capital Budget in SFS may be cause to reject your proposal for non-responsiveness.

### **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

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

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;
- Rescind awards should awardees fail to adequately demonstrate progress toward project completion within 18 months of the award notification date;
- 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 decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or their designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

New York State Office of Mental Health  
Commissioner Ann Marie T. Sullivan, M.D.  
44 Holland Ave  
Albany, NY 12229

**3.4 Term of Contracts**

The contracts awarded in response to this RFP will be for a five-year term. OMH reserves the right to modify the first period of the contract to coincide with the applicable fiscal period. 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 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 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 apply a 30% goal 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

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

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.

### **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

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

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 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 subcontractors 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



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

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-l 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 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

## 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.

### 3.13 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
Notification of LGUs	1
Population	9
Description of Program	15
Implementation	20
Agency Performance	15
Capital Project Funds	10
Diversity, Equity and Inclusion and Peer Support Language	10
Financial Assessment	20
Total Proposal Points	100 Points

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

### 4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility

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

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

Proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The technical evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores.

Any proposal receiving a score of less than 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Implementation (Section 6.4) of the Proposal Narrative will be ranked higher.

### 4.3 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant per the criteria set forth in this RFP.

Up to \$20 million in capital funding will be awarded through this RFP. Applicants will be ranked based on their final total score.

New Inpatient programs will be given priority and will be funded first. Inpatient program funding will be awarded as follows:

- Up to 2 new DD/MH units based on highest score: To support unmet need for inpatient care for individuals dually diagnosed I/DD+MH, awards of up to \$7M capital.
  - 1 unit for adults dually diagnosed with intellectual/developmental disabilities statewide (*excluding* NYC Economic Development Region, composed of the five boroughs of New York City)
  - 1 unit for children dually diagnosed with intellectual/developmental disabilities statewide, (*excluding* Central New York Economic Development Region, composed of Cayuga, Cortland, Madison, Onondaga and Oswego Counties).
- Up to 2 new IP units serving adults or adolescents based on highest scores, awards up to \$5 million capital.

If no inpatient awards are made or if there is remaining funding after awards for new inpatient units are made as set out above, funding for expanding capacity in existing

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

inpatient units will be awarded to the highest scoring applications for expanding capacity in existing inpatient units as follows:

- \$250,000 per bed to add at least 4 beds for expanding capacity in an inpatient unit

If no expanding capacity awards are made or if there is remaining funding after awards for new inpatient units and expanding capacity to existing inpatient units are awarded as set out above, funding for new milieu improvements will be awarded to the highest scoring applications for funding new milieu improvements until funding is exhausted as follows:

- Up to \$750,000 for expansion and/or renovation of IP unit for the purposes of improving the milieu (though not at the expense of any current beds). This could include any of the following:
  - Creating or increasing outdoor space
  - Increasing footprint of non-bedrooms areas such as group rooms
  - Increasing natural light

### **4.4 Contract Termination and Reassignment**

There are a number of factors that may result in the contract being reassigned. This includes, but is not limited to an OMH determination that the agency has failed to adequately progress 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.

### **4.5 Award Notification**

To reassign the contract, OMH will go to the next highest ranked proposal. If there are no agencies left with a passing score, In the event the award cannot be made, OMH reserves the right to re-procure the terminated or reassigned contract. Award Notification

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

## **5. Scope of Work**

### **5.1 Introduction**

The goal of this RFP is to expand access to inpatient psychiatric services through the development of child, adolescent, and adult inpatient psychiatric (IP) units, including specialty psychiatric units for the treatment of individuals dually diagnosed with mental health disorders and developmental disabilities across New York State.

In collaboration with the Office of Mental Health, the healthcare organization will provide inpatient services that rapidly stabilize behaviors, treat symptoms and provide the skill building and discharge planning and coordination needed to return to community-based

settings.

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 hospitals. Applicants should notify the LGU(s) of their intent to apply.

## **5.2 Objectives and Responsibilities**

The funds awarded in this RFP are intended to develop or expand inpatient psychiatry units. Hospitals may apply to start new inpatient psychiatry units or to expand existing psychiatry services. Applicants do not need to have existing inpatient psychiatry services to be eligible to apply.

The awarded vendor(s) 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. 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 use data-informed quality management to 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.
- D. The proposed inpatient program must aim to provide evidence-based, compassionate, trauma-informed, individualized, and patient-centered care to individuals with acute mental health challenges and, as appropriate, their families. The inpatient program should focus on comprehensive assessment, individualized treatment planning, and therapeutic interventions tailored to meet the unique needs of each individual, and family, as appropriate. The primary goals of inpatient treatment are to evaluate, understand the underlying causes of the individual's clinical difficulty leading to admission, and to develop a treatment plan to address acute stabilization, and an aftercare services plan based on the individual's needs and preferences that promotes mobilization of pre-existing individual and family supports, as appropriate, and other systems of care post-discharge to reduce the likelihood of a return to emergency or inpatient care.
- E. For programs serving children and adolescents, educational supports should be integrated into the program.

**Staff Qualifications and Training**

- F. The bidding organization must demonstrate ability to recruit and retain qualified clinical, nursing, and support staff. They must demonstrate that their staff members are appropriately trained and qualified to work with individuals with psychiatric conditions. Staff training should include best practices in psychiatric care, including de-escalation techniques, trauma-informed care, and cultural competence.

**Therapeutic Environment and Activities**

- G. The program should create a nurturing and therapeutic environment within the unit, designed to make individuals feel safe, allowing them to identify and practice expressed calming measures and valued. Assessment and treatment should be trauma-informed and focus on strengths. The environment of care must be functional and supportive of patient care to ensure quality care and safety. The environment of care includes the area of the building where the unit is located, any adjoining treatment space(s), equipment used to support services or the operation of the building and the people, including those who work within the organization, the patients, family, and anyone else who enters the treatment environment. A thoughtful proposal includes addressing the following:

- Environment of care that complies with Office of Mental Health regulations
- An environment of care that creates surroundings that support the dignity of the individual patient and permit ease of interaction
- Security for individuals and their belongings.
- Size and configuration of treatment space that allows for high-quality treatment.
- Meeting room(s) large enough for family/stakeholder meetings
- Appropriate space design utilization allowing staff supervision of patients while maintaining appropriate privacy.
- An environment of care that creates surroundings that support the dignity of the individual patient and permit ease of interaction.
- Supervision and oversight of patients that are balanced against individuals' rights to privacy.
- A range of age-appropriate therapeutic activities, such as expressive therapies and recreational activities.
- Peer advocate services, including adult, youth, and family as appropriate and desired
- Capacity for accessibility modifications for those with mobility devices and wheelchairs.
- Availability of language access services and assistive technology as needed for full participation in the treatment environment.

**Clinical Treatment**

- H. Clinical treatment should utilize a team-based clinical formulation/conceptualization,

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

based on comprehensive assessment and evidence-based and evidence-informed treatments matched to the presenting issue. Clinical treatment methods include the following as appropriate:

- Modalities of evidence-based treatment specific to the psychiatric, educational (as applicable), developmental, and medical disorders as the focus of treatment.
- Family treatment (and attempted family reunification, if applicable) prioritized throughout the admission as appropriate. For children and adolescents, regular family treatment is prioritized with a goal of family therapy twice per week at a minimum.
- Appropriate specialized psychotherapeutic or rehabilitative services offered onsite or via telehealth, if clinically appropriate.
- Creation and maintenance of strong partnerships with families as appropriate, oversight agencies, advocates, and community providers result in lower lengths of stays and smooth and successful transitions back to home, community, and school as applicable.
- Inpatient interventions should be selected with consideration for the capacity of aftercare providers to continue or complete treatment courses initiated during hospitalization.
- Diagnosis must be based on the latest edition of the Diagnostic and Statistical Manual of Mental Disorders.
- The proposed program must adhere to best practices in pharmacological treatment. Treatment must be offered in a manner consistent with Clinical Practice Guidelines published by the American Psychiatric Association (when available) and the latest version of the *American Psychiatric Association Publishing Textbook of Psychiatry* and/or *Kaplan and Sadock's Comprehensive Textbook of Psychiatry*. For children and adolescents, care must be consistent with Clinical Practice Guidelines from the American Academy of Child and Adolescent Psychiatry (when available) and the latest version of *Lewis's Child and Adolescent Psychiatry* and/or *Dulcan's Textbook of Child and Adolescent Psychiatry*.

### 5.3 Capital Funding

Funding is available for the capital development costs associated with the acquisition of property, construction and/or rehabilitation of new or existing facilities. Awards are limited to the amounts specified in Section 4.3. Capital development costs may include, but not limited to, cost of planning and consultants, construction, renovation, acquisition of property and equipment needed to complete capital project. If the plan will exceed the awarded amount, capital funds for the remainder of the award must be identified.

This RFP is exclusively for capital funding and does not provide operating funds. Applicants are expected to identify potential sources for operating funding to demonstrate fiscal sustainability. No assurance is made by OMH to provide operating funding to meet all program expenses.

## 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**

**6.1a** 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**

**6.2a** Describe the age range and population that the proposed inpatient psychiatric unit will serve, denoting a specialized psychiatric unit serving individuals dually-diagnosed with mental health disorders and developmental disabilities if applicable. Describe your understanding of the service needs and approach based on experience and collected service area data, for addressing the needs of individuals in need of psychiatric care, (and families, as applicable) including those who may have limited support networks and/or resources, and who may not otherwise be engaged in services. Include a description of the engagement practices and strategies to be used and targeted to meet the needs of the populations being served.

**6.2b.** Describe where the inpatient psychiatric unit will be located and the catchment/service area. Using available quantitative data, describe the need for this service, including but not limited to the projected number of individuals served per month that would otherwise be served in an emergency department or similar crisis setting, and the methods used to project these numbers.

#### **6.3 Description of Program**

**6.3a.** Provide a description of the proposed program including the number of inpatient psychiatric beds the applicant intends to develop. For milieu improvement proposals, provide a description of how this improvement will benefit the existing unit and increase patient/family and staff satisfaction. The program description should include the program elements mentioned in section 5.1 **but should not be a reiteration of section 5.1 above**. Your response should address the specific needs of the population you are proposing to serve including: adults, adults with co-occurring I/DD, children or adolescents, children or adolescents with co-occurring I/DD.



## 6.4 Implementation

Provide an implementation plan addressing the following elements. Your response should address the specific needs of the population you are proposing to serve: adults, adults with co-occurring I/DD or co-occurring substance use disorders, children or adolescents, children or adolescents with co-occurring I/DD.

**6.4a.** If you are applying for inpatient awards or expanding capacity awards, identify the anticipated referral sources for the program. Provide any linkage agreements or Memorandums of Understanding (MOU) with referral sources, if available. Include the process for referrals and interface with referral sources including but not limited to: OMH Field Offices, Single Point of Access, Health Homes, outpatient mental/behavioral health practitioners, Comprehensive Psychiatric Emergency Program, School Counselors, Managed Care Organizations (MCO's), Private Insurers, Mobile Crisis, Emergency Departments, Clinics, Local Hospital Systems, Law Enforcement, Self-Referrals, etc. If you are applying for milieu improvements, describe how proposed improvements will benefit patient outcomes. Include reference to any academic studies that support the proposal.

**6.4b.** If you are applying for inpatient awards or expanding capacity awards, describe admission criteria and orientation procedures for the operation of the inpatient psychiatric unit. State your commitment to serve individuals that meet admission criteria regardless of special population status, including, but not limited to: LGBTQ and gender-nonconforming individuals, individuals who are dually diagnosed, individuals who are unhoused, individuals who have a justice involved history and, for children and adolescents, individuals involved in the child welfare system. If you are applying for milieu improvements, Give examples of how current practice would be improved by this milieu improvement as well as the effect this would have on both patients and staff

**6.4c.** If you are applying for inpatient awards or expanding capacity awards, describe individual assessment procedures, and the development of a person centered, strength-based individualized treatment plan. Describe how the treatment plan will address the needs of the individual and include how identified supports, which may include family, will be involved in the service planning and implementation. Attach a copy of any individual assessment tools and a completed sample treatment plan with identifying information redacted. If you are applying for milieu improvements, describe how treatment planning will be affected by improvements.

**6.4d.** If you are applying for inpatient awards or expanding capacity awards, describe discharge procedures, including the agency's approach to facilitate an individual's return to a stabilized level of functioning including connections to community services and supports identified by the individual receiving services. Describe how communication and coordination with partners will begin at the time of admission and foster continuity of care between the hospital and community providers. Describe how discharge planning will involve existing providers, and new or existing care coordination services. Describe how discharge planning will involve coordination with Single Point of Access (SPOA) or Children's Single Point of Access (C-SPOA), as needed. Describe how collaboration

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

with community partners will take place, e.g., timing of discharge planning meetings. How will discharge planning meetings reduce role confusion between systems of care, strengthen and support follow-up with aftercare providers and/or referrals? Attach completed sample discharge plan. Describe how the recipient will be involved in the discussion and choice of aftercare services and how the recipient's role in a safe, transition to the community will be promoted. If you are applying for milieu improvements, describe how improvements will lead to decrease in restraints and seclusions on the unit.

### **6.5 Agency Performance**

**6.5a.** Provide a brief summary of the healthcare organization/agency, the services for which the agency is licensed and provides, and the population(s) served. Describe how these experiences demonstrate the agency's experience and qualification for expanding inpatient psychiatry capacity or improving inpatient psychiatry milieu for the population in the proposal.

**6.5b.** Describe the agency's organizational structure, administrative and supervisory support for services to be provided by inpatient service – include the governing body, and any advisory body that supports the organization and effective service provision.

**6.5c.** Applicants that hold a current OMH license for inpatient psychiatry services and are applying to expand those services or are applying for milieu improvements must provide an overview of the agency's experience in providing inpatient psychiatry services to individuals with a serious mental illness, serious emotional disturbance or both. In the narrative incorporate information from recent licensing visits to demonstrate that your agency operates inpatient services in accordance with OMH and Joint Commission guidelines. Agencies must note their average length of stay, readmission statistics and ability to discharge individuals into community settings, including housing and appropriate outpatient services. Applicants that do not hold a current OMH license for inpatient psychiatry services must describe their agency's experience with and ability to serve individuals recovering from a serious mental illness or serious emotional disturbance in other levels of care (e.g., Clinic, partial hospitalization program, emergency services, etc.) and must include information from recent licensing visits from other OMH licensed or funded programs to demonstrate that your agency operates services in accordance with OMH guidelines.

### **6.6 Capital Project Funds**

**6.6a.** Provide a brief overview of the capital project for which OMH funding is being requested while incorporating information related to:

- 1) A brief description of the project as it relates to obtaining or having site control, acquisition, construction, any additional capital dollars anticipated or already associated with the project and rehabilitation;
- 2) The specific address/location of the project, if available. Provide the proposed county where the site will be located, as well as the county/counties and OMH region(s) that will be served.

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

3) Describe the existing and/or proposed structure, square footage, physical space/layout as identified in 14 NYCRR XIII Part 580\_for Inpatient psychiatric units. Include any other pertinent physical characteristics of the site. Attach/upload design drawings, if available.

**6.6b.** If the Applicant were to receive Capital funding, please describe the following:

1)How the applicant plans to fully fund the capital project if this award is not sufficient to cover the entire cost of the proposal.

2)How the applicant plans to fund the on-going operation of the inpatient psychiatric unit.

4)What initial and ongoing marketing strategies would be used to inform the community and referral sources of the services provided within this program.

### **6.7 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:
  - 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: addressing other language accessibility needs (Braille, limited reading skills); service descriptions and promotional material.

### **Recovery Values**

- i. Describe how the agency currently demonstrates a recovery and resilience-oriented approach to care and how that practice will be integrated into the proposed 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.

## **6.8 Financial Assessment**

**6.8a.** The proposal must include a Capital Budget for the proposed capital acquisition, construction and/or rehabilitation project. Applicant must upload all supporting documentation for cost estimates.

**6.8b.** Please provide a detailed explanation and justification for the cost estimates provided in the Capital Budget. The Applicant should upload and refer to supporting documentation for the cost estimates, where applicable. The Applicant must include in the narrative the calculation or logic that supports the budgeted value of each itemized entry. Include details in the narrative such as, any purchases that would need to be made, services that would need to be contracted, and permits, approvals or permission that would need to be secured or have already been secured. OMH Bureau of Housing Development and Support will work with selected providers as projects progress to refine what is supplied here. If the total cost of the project exceeds the amount of funding being requested, identify which costs the Applicant intends to cover with additional funding and describe how the agency has or will secure(d) additional funding to complete the project. If the Applicant has supporting documentation related to additional funding, it may be attached. Finally, the Applicant must include in the Budget Narrative a description of how the Applicant will undertake and complete the project.

**6.8c.** The Applicant must complete an Operating Budget. Assume a full year of operating funds. Identify all sources of income for reimbursement of the proposed crisis program. Sources may include but are not limited to: grants, Medicaid Managed Care (negotiated rates with State guidance to be issued), private pay clients, and local aid. Show all sources of income. Applicants should list staff by position, full-time equivalent (FTE), and salary. Applicants should demonstrate ability to work with local Performing Provider System (PPS).

**6.8d.** Describe how your agency manages its operating budget.

- 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.