



**Capital for Expanding Comprehensive Psychiatric Emergency Programs (CPEP)
RFP#MH253019
Questions & Answers**

Q1. For new programs, would we need to submit a budget for the start-up funding as well, in addition to the capital budget?

A1. Yes, for more information please see the RFP sections 2.9 and 6.8.

Q2. If a planned CPEP capital project is expanding the overall footprint of the existing program, adding more EOB beds and adding a more defined Peds CPEP, how should it be categorized in the application?

A2. An application that proposes to expand the overall footprint of the existing program, add more EOB beds and add a more defined Peds CPEP fits into the category of Milieu improvements. Please see the RFP section 1.1(B) for more information.

Q3. Is there a due date for the LOI?

A3. There is no specific letter of intent due to OMH as part of this RFP. There is a requirement that the LGU is notified of the intent to apply. There is no specific due date for that notification. Proof of this notification is required to be uploaded in SFS with the rest of the RFP response.

Q4. The RFP states that both a capital and operating budget are required - does this apply to milieu improvement projects or just new CPEPs or is just a capital budget acceptable?

A4. Milieu improvement applications should include a capital budget only.

Q5. If a hospital wants to apply with a child only CPEP in mind is that allowable?

A5. Yes.

Q6. For the staffing model requirements, is a psychiatrist required to be in-person 24 hours a day or can the psychiatrist be accessible via telemedicine and/or an APP onsite?

A6. Per 14 NYCRR XIII Part 590.10 at least one full-time equivalent psychiatrist who is a member of the psychiatric staff of the program shall be on duty and available at all times. Refer to 14 NYCRR XIII Part 590.10 for more information regarding allowable psychiatrist staffing in CPEP.

Q7. Can you clarify if there a region specific preference?

A7. Please see Section 4.3.1 of the RFP.

Q8. If our project is estimated over the \$5 start-up, should we indicate this specifically in our budget in the application? Do we give a budget indicating alternative sourcing funds aside from the start-up, if more money is needed?

A8. Please note the entire cost of the project and indicate the sources of the additional funds in the capital and/or startup budget as applicable. A separate budget detailing these sources is not necessary.

Q9. Is a satellite CPEP considered a "new" CPEP for purpose of this opportunity?

A9. Yes.

Q10. Confirm that applicants for milieu improvements are not required to complete the Budget Template, Appendix B relating to the operating budget requirement.

A10. See the answer to Question 4 above.

Q11. Will Long Island and the capital region receive any priority for the milieu awards?

A11. Regional priority is not a factor in awards for milieu improvements.

Q12. How much detail do we need to include for the construction project for a new CPEP?

A12. The RFP requests 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. In addition, the RFP requests applicants describe the existing and/or proposed structure, square footage, physical space/layout as identified in 14 NYCRR XIII Part 590 for CPEP. Include any other pertinent physical characteristics of the site. Attach/upload design drawings, if available.

Q13. Can a facility have a child only CPEP, if they are already a 9.39 hospital that serves adults, and have an emergency department that evaluates both children and adults

A13. Yes.

Q14. Do we need to have MOUs in place by the time of the application, or can these be executed after the grant has been awarded?

A14. New CPEP Applicants should identify the anticipated referral sources for the program and provide any linkage agreements or Memorandums of Understanding (MOU) with referral sources, if available. For milieu improvement, CPEPs are not required to submit MOUs.

Q15. Please confirm that it's acceptable to collaborate with external providers for some CPEP services, for example, the county's Department of Mental Health for crisis outreach services.

A15. CPEPs may contract with external entities to provide crisis outreach services. Please review [CPEP Program Guidance Final October 2021](#) for more information.

Q16. Will we need to apply separately for licensure to operate a CPEP after we've been awarded the grant?

A16. Yes. A Comprehensive Prior Approval Review (C-PAR) will be required and hospitals will follow the corresponding licensing process.

Q17. For the 24/7 coverage, can an in-person psychiatric NP, supervised by a psychiatrist, substitute for an in-person psychiatrist?

A17. See the answer to question 6 above.

Q18. Page 21 of the RFP, section 5.4, references an Appendix A. Where can we find Appendix A?

A18. This appendix is included as the capital budget in the Statewide Financial System.

Q19. How will reimbursement rates be set for extended observation cases?

A19. EOB rates mirror inpatient (IP) rates for hospitals, with the caveat that there is no capital for EOBs, and that with EOB getting both IP and outpatient (OP) Cost-of-Living Adjustments (COLAs) and other rate increases, they surpass IP rates.

Q20. Do we need to provide quotes/estimates for expenses we are not asking grant money for (i.e. expenses over the threshold of the award amount but for work included in the overall project)?

A20. Yes, Applicants should provide estimates for the total project expenses. Please see the answer to question 8.

Q21. Is a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement or Equal Opportunity Staffing Plan due when we submit (RFP section 3.7)

A21. A Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement or Equal Opportunity Staffing Plan is not due upon submission. An MWBE Utilization Plan shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH.

Q22. If choosing to apply for the milieu improvement, what information do we enter into the Excel document 2- year budget, Question 2 upload?

A22. See the answer to question 4 above.

Q23. Section 5.4 references an Appendix A, but there isn't an Appendix A in the event package.

A23. See the answer to question 18 above.

Q24. Can we request indirect costs if we request funding for milieu improvements?

A24. No.

Q25. If indirect costs are allowable, what is the rate – 15%?

A25. See above answer to question 24.

Q26. Within the fillable capital budget section in SFS, how many years of capital budget should we include in period 1 since the dates are for a little under 1.5 years?

A26. Capital contracts will be issued to awardees for a 5-year term. Due to system limitations, applicants should enter the entire capital budget for the project into period 1

Q27. Within the fillable Capital Budget section in SFS, within the "Narrative" box, do you want a full budget narrative for each category with listed expenses and amounts, or do you want a couple sentences on what is included in the amount requested within that category? We will include the detailed cost estimates in the Project Narrative template document under 6.8b but not sure if you want it here too.

A27. The "narrative" boxes in SFS for each category are not required to be completed and will not be used when scoring the proposal. A detailed explanation and justification for the cost estimates provided in the Capital Budget should be included in the answer to Question 6.8b in the proposal template provided. Reviewers will score based on the response to question 6.8b.

Q28. If the budget to complete the CPEP capital project is larger than the \$5 million available for the award, how would we represent the budget for the amount over the award limit?

A28. See the answer to Question 8 above.

Q29. How should additional sources of funding be accounted for? Does the template format allow for this?

A29. See the answer to Question 8 above.

Q30. Would you please repost the Provider_Fillable_Contact_Form in SFS. The current version is not fillable.

A30. Applicants should either print and fill in the Provider contact form or download the form and use Adobe to edit the document. The completed form should be uploaded with all other responses.