



**Office of  
Mental Health**

**Housing First Scattered Site Supportive Housing  
for Homeless Adults  
Western New York and Long Island Region**

**Request for Proposals**

**Grant Procurements**

**(On-Line Submission Required)**

**Statewide Financial System (SFS) Identifier- MH253017**

**January 2025**

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### Housing First Scattered Site Supportive Housing for Homeless Adults Western New York and Long Island Region RFP#MH253017 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.

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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.)

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### 1. Introduction And Background

#### 1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) is committed to investing in community-based housing that will support individuals currently experiencing homelessness. Based on the need for additional supportive, scattered site housing opportunities to support this mission, NYS OMH is announcing this Request for Proposals (RFP) for the development and operation of two Housing First Supportive Housing programs serving individuals currently experiencing homelessness, to be located in the Western New York and Long Island Region, who may be residing in a shelter, on the streets or somewhere not meant for human habitation (homeless). Mental health or other diagnostic criteria are not required to access housing through this initiative.

Programs will be expected to adhere to an expedited referral process which aligns with Housing First principles. This process will screen applicants in rather than screening them out. Agencies will be expected to maintain low barrier admissions policies that promote a rapid transition from homelessness to housing.

Please note that within this target population group, individuals with an Assisted Outpatient Treatment (AOT) must receive priority access.

**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. Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

#### 1.2 Target Population

Individuals eligible for this program will be homeless and be enrolled in a Safe Options Support (SOS) team, Intensive and Sustained Engagement Team (INSET), or Assertive Community Treatment (ACT) Team. SPOA/SPA referrals are not a requirement of this RFP.

Please note that within this target population group, individuals with an Assisted Outpatient Treatment (AOT) order must receive priority access.

#### 1.3 Allocation of Scattered Site Units

The two (2) Housing First Scattered-Site Supportive Housing programs will be sited in:

Counties	Total Units
Steuben and Chemung	20
Nassau and Suffolk	25

In these programs, where multiple counties are served, it is the expectation that units will be sited across the identified counties based on need.

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Applicants will be awarded the number of units per program as indicated above. Applicants should submit a separate application for each program for which they are applying. Applicants may apply for multiple programs. There is no capital associated with this RFP. However, agencies are encouraged, where possible, to consider clustering apartments around a building “hub” to enable the consumers to socialize, obtain peer support, and other services. This “hub” which can act as a centralized meeting place, could be space within a building owned by the applicant agency.

The applicant agency will be required to accept referrals from any Safe Options Support (SOS) Team or Assertive Community Treatment (ACT) Team, further described in Section 5.1. The agency will also be required to adhere to an expedited referral and admissions procedure which is currently under development.

## 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:

Amanda Szczepkowski  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7th Floor  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

RFP Release Date	1/6/2026
Questions Due	1/27/2026
Questions and Answers Posted on Website	2/17/2026
Proposals Due by 2:00 PM EST*	3/10/2026
Anticipated Award Notification	4/21/2026
Anticipated Contract Start Date	7/1/2026

\*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.**

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### 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) incorporation that have one (1) year of experience providing mental health services to persons with serious mental illness in New York State through an OMH or County Contract.

Please be advised that all questions regarding Eligibility will be responded to through the official posting of the Questions and Answers. No questions about Eligibility will be responded to either individually or prior to the posting of the Q&As.

### 2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by 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 "Housing First Scattered Site Supportive Housing for Homeless Adults WNY and LI Region" 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

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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 (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.

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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 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov). If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

### Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page 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

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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 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

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- 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;

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- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure"; Change any of the scheduled dates stated in the RFP.
- 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.
- Reallocate any remaining units to fully award the allocation in any of the targeted counties.

### **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

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### 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. 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 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.

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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 partnering or supporting roles.

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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://oqs.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 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

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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 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

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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	54
Agency Performance	15
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 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

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

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

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

It is the intent of this RFP to award one 20-unit program to serve individuals in both Steuben and Chemung County in WNY, and one 25-unit program to serve individuals in both Suffolk and Nassau County on LI. OMH will make awards to the highest scoring proposal in the WNY Region and LI Region.

Please note any agency awarded housing will have eight (8) months from the date of contract approval to develop all awarded units. The inability to develop the housing and occupy the units may result in a reallocation of the housing contract as detailed in Section 4.3.2.

Applications will be scored and units awarded by rank. In the event of a tie, awards will go to the proposal with the highest score in the Population section.

#### **4.3.2 Contract Termination and Reassignment**

There are a number of factors that may result in some or all of the scattered site supportive housing units awarded to a contractor to be reallocated. This includes, but is not limited to, lack of progress in developing the housing units within the approved time frame, and implementation practices, such as stringent admission policies, which create barriers for the target population to access the housing units. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

To reallocate units, OMH will go to the next highest ranked proposal that did not get an initial award of units. In the event the award cannot be made, OMH reserves the right to re-procure the terminated or reassigned contract.

### **4.4 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.

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### 5. Scope of Work

#### 5.1 Introduction

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 to promote community wellness and healing. Applicants should notify their LGU of their intent to submit a proposal. Notification to the LGUs is a scoreable question. Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

This RFP is issued to provide scattered site supportive housing to 45 individuals who are experiencing street homelessness or residing in temporary shelter settings and referred by the following referral sources: Safe Options Support (SOS)Teams or Assertive Community Treatment (ACT) Teams. Any referral with an AOT order must receive priority consideration. The Safe Options Support Teams use an evidenced-based, Critical Time Intervention approach to provide intensive outreach, engagement, and care coordination services to homeless individuals. The team is comprised of licensed clinicians, care managers, peers, and registered nurses. Services are provided for up to 12 months, pre and post housing placement. ACT uses a multi-disciplinary team that works with individuals to set and achieve meaningful goals and life roles.

The selected applicant is expected to maintain low barrier admission policies that promote a rapid transition from homelessness to housing. This includes having apartments ready for immediate occupancy; units should be rented, furnished, with utilities turned on, and stocked with necessities. Sobriety and medication adherence are not a requirement for housing nor are housing readiness skills. The referring team will review available apartments and complete an enrollment form with the individual. Enrollment and consent forms will be forwarded to the agency of interest as well as OMH. The housing agency will contact the referral source and schedule a time to meet the individual and view the apartment. The individual will be able to move into the furnished apartment ideally the same day as the showing. A supportive housing plan will be developed, in close partnership with the individual, referring team and housing provider. In addition, a review of housing policies and procedures should start at this time. It is also expected that the lease and utilities be transferred to the tenant.

The SOS teams will remain involved with the individual for up to a year to ensure that linkages are in place; the agency is required to work collaboratively with the Teams to ensure a “warm hand off”. ACT will have a longer involvement and provide clinical treatment and care coordination services to the resident.

Given the target population and the needs of this group, an agency should design their proposal with the following considerations in mind. First, an agency may want to consider a staffing plan with off-hour coverage during the evenings and weekends. This will ensure that residents have access to staff for routine assistance as well as to address any

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emergencies that arise. Hiring peer support workers is essential and all staff must be trained in motivational interviewing, trauma informed care, identifying, assessing, and addressing hoarding and harm reduction, among other topics. Supervisors of peer support workers are strongly encouraged to take the Supervision training provided by the Academy of Peer Services, to ensure support provided reflects the discipline of peer support work. Secondly OMH encourages agencies to establish one or more partnerships with outside providers. This includes but is not limited to partnerships with providers of the following services: integrated care, providing mental health, substance use and physical health care services all at one site; mobile treatment; educational and/or vocational training and employment opportunities; crisis residential programs, and peer run organizations that can provide peer support. Finally clustering apartments around a building "hub" should be considered, if possible, to bring residents together for socialization and support.

Scattered-site supportive housing provides affordable, independent housing and access to community-based support services based on the needs and desires of the resident. Residents of supportive housing pay 30% of their income towards rent and reasonable utilities. Upon admission, the agency and the tenant develop an individualized support plan with goals and objectives that focus on housing retention, community integration and recovery. This plan is reviewed and updated on a quarterly basis. Supportive housing staff will be expected to meet with newly admitted tenants at least four (4) times per month, through face-to-face meetings and home visits. As the tenant becomes more stable in their housing, visits may be decrease based on need. Due to the increased needs of the individuals eligible for this housing, providers are expected to keep a minimum staffing ratio of 1:15.

Services provided by the contractor will vary, depending upon the needs of the resident. Scattered-site supportive housing staff will encourage and assist residents to develop natural and culturally consonant community supports, use community resources, and pursue an individualized path towards recovery. Staff will help the individual to establish a household, be a responsible tenant, and facilitate the resolution of landlord-tenant issues. It is expected that the need for services provided by the contractor and other agencies will decrease over time as integration in the community improves and the residents make progress in their recovery.

Under OMH supportive housing a resident should hold their own lease or sublease and have the same rights and responsibilities as any tenant. Renting studio or one-bedroom apartments is required under this initiative, except in the rare instance where a consumer wishes to live with another resident. In instances where roommates are involved, the agency must facilitate cooperative arrangements on bill payments, division of household responsibilities and other matters.

Scattered-site supportive housing is integrated housing that consists of scattered site apartments located in multiple buildings throughout the community. The goal is to provide individuals with a setting in which they live in their own apartments and are able to interact with non-disabled persons to the fullest extent possible.

There is no capital funding associated with this initiative to purchase or renovate an

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existing apartment building.

Scattered-site supportive housing funding made available through this RFP provides rent stipends, housing case management services, and other eligible costs as specified in the Scattered-Site Supportive Housing Guidelines (Supported Housing Guidelines). There are no OMH licensing requirements. Contractors must comply with the OMH Supportive Housing Guidelines. A copy of the Supportive Housing Guidelines is posted on OMH's website and should be reviewed prior to responding to the RFP. The guidelines can be found at:

[https://omh.ny.gov/omhweb/adults/supportedhousing/supportive\\_housing\\_guidelines.pdf](https://omh.ny.gov/omhweb/adults/supportedhousing/supportive_housing_guidelines.pdf)

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy (or equivalent local approval of habitability such as a Letter of No Objection). The OMH WNY and LI Field Offices monitor Scattered-Site Supportive Housing and conducts site visits to review compliance with the Guidelines. Awardees will be expected to comply with OMH monitoring visits and implement corrective action as needed from review findings.

### 5.2 Objectives and Responsibilities

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

Procurement opportunities must, at minimum, include the critical elements included in the language below:

- A. Programs will be required to maintain accurate reporting and case records according to Regulation and Program Guidance.
- B. OMH providers are expected to ensure continuous quality improvement of services, including regular monitoring and evaluation of outcomes. To support these efforts, it is expected that providers have a quality, supervisory, operational and IT / data infrastructure to routinely self-monitor and ensure ongoing quality improvement of services, including analyzing utilization review findings and recommendations.
- C. It is also expected that providers will routinely submit data to OMH, including client-identified data, quality and program data. Data submission requirements and guidance will be provided by OMH.

### 5.3 Operating Funding

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and OMH operating funding. Residents of Scattered-Site Supportive Housing are required to pay 30% of their net income for rent and reasonable utilities. OMH acknowledges that the target population may not have benefits in place at the time they accept housing. Contractors will receive the most current model funding at the time their contract is released. At this time, model stipends (not including anticipated SSI revenue) are:

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Unit locations	Stipend per Unit
Nassau and Suffolk Counties	\$38,008
Chemung and Steuben Counties	\$21,441*

**\*Applicants please note:** The stipend for Chemung and Steuben Counties is an average. Once units are rented the stipend will be adjusted to conform to the funding model for the county in which the unit is located. Currently, the stipend (not including anticipated SSI revenue) for Chemung County is \$22,305 and for Steuben County is \$20,577.

Enhanced funding rates will allow the applicants to secure non-shared units and maintain lower staffing ratios to support the needs of this population. Furthermore, these stipends include a \$2,106 SSI supplement to accelerate the rate of admission to the program, cover the residents' portion of the rent, utility costs and other emergency expenses when the consumer does not yet have entitlements in place or initially refuses to pay rent. In these instances, providers are expected to work with the resident on accessing benefits, budgeting skills, and being a responsible tenant. If the providers experience a higher than anticipated rent collection rate this additional fund can be used to increase services for this program, or the provider may choose to return the funding to OMH at the end of the fiscal year.

The annual stipend per bed by location and any anticipated SSI revenue should be reflected as operating funding submitted in the Appendix B operating budget. Payment terms for this award are quarterly advances.

Applicants are reminded that funding to support the operation of this program is contingent upon the continued availability of State appropriations.

### 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 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

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Mental Hygiene Directors can be found [here](#). Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

### 6.2 Population

- a. Describe your plan for the development of supportive housing for persons who are homeless. Indicate the program for which you are applying (counties), and configuration of the units (e.g. studios, or one-bedroom units). Explain your experience with securing safe and affordable units in the rental market and your ability to maintain good relationships with landlords. If you plan to site the units near an agency hub, describe the services provided at the hub and how they will assist tenants in achieving their goals and being responsible as a tenant.
- b. Discuss the characteristics of individuals who are homeless and the needs of this group and give examples of how your agency has successfully housed and supported this population.
- c. Describe the agency's network, internally and externally, of behavioral health and other providers, and how you plan to utilize those networks to facilitate rapid access to care. In addition, describe in detail, the services the agency will provide to the target population directly through the supportive housing program and/or in partnership with other agencies. Finally, how will the agency assist and service individuals, who may not have any source of income or be eligible for entitlements?
- d. Describe your agency's plan to communicate and coordinate with the OMH and willingness to participate in meetings with the Western New York or Long Island Field Office, depending on proposed program location, and other Housing First providers.
- e. Indicate the staff that will be hired, provide titles, job descriptions, FTEs and a staffing schedule. Describe the background and expertise staff will be expected to have, including the expectation of staff to be culturally sensitive, trauma responsive and inclusive of individualized wellness and recovery needs. Describe the training and supervision 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.
- f. Describe admission policies and procedures. Confirm your agreement to expedite admissions and adhere to a low barrier, "housing first" approach. Explain engagement strategies. Describe how you will work with the consumer, their referral source (SOS, ACT Teams), other service providers, and the consumer's natural supports, to develop an individualized, recovery-focused support plan for the consumer.
- g. Describe eviction prevention practices and steps your agency will take when the resident is at risk of losing their housing.
- h. Demonstrate your understanding of OMH supportive housing. Provide information on assessing needs, support plan development, coordination with other service providers and natural supports, peer support, service documentation, grievance procedures, cultural competence, and addressing emergency situations.

### 6.3 Agency Performance

**Answer question 6.3a how it applies to your agency.**

- a. **Applicants that hold a current OMH housing contract** must provide an overview of the agency's experience in providing housing services to individuals who are experiencing homelessness and knowledge of community resources relevant to this group. In the narrative incorporate Children and Adults Information Reporting System (CAIRS) data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program. OMH providers shall base their response on the most recently published Residential Program Indicators Report. Applicants should attach the report for reviewers' evaluation.

**Applicants that do not hold a current OMH housing contract** must describe their agency's experience with and ability to serve individuals who are experiencing street homelessness. The applicant must also describe a situation where successful interventions were used to assist an individual who is homeless with meeting their goals. Non-OMH contracted providers must attach evidence or correspondence from the most recent monitoring visit for any housing or behavioral health service program the agency operates, that is funded by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency's experience and awareness of community resources relevant to homeless individuals within the county proposed to be served.

### 6.4 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

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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 tenants 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 of homelessness with mental health and/or receiving mental health services.

### **Language Access**

- h. Describe efforts to meet the language access needs of the clients served by this

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

### **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.

### **6.5 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.

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;

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- rent-up schedule (when applicable) – please describe how many studio and one bedroom apartments your agency plans on renting each month. Please note: Your agency's phase-in schedule will determine total rental costs and client contributions in Year 1. For programs that require rental units, there are no additional start-up funds available, aside from year 1 standard operating funds. Lower rental costs in Year 1 will allow your agency to use standard operating funds for start-up expenses.
- 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.**