



**Office of
Mental Health**

Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)

Request for Proposals

Grant Procurements

(On-Line Submission Required)

Statewide Financial System (SFS) Identifier- MH263034

AUGUST 2026

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Teams to Promote Aging in Place in OMH Supportive Housing (TPAP) RFP#MH263034 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 Sections 2.8 and 2.9 of the RFP documents 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 (for example, if a question asks for an organization chart, when providing that document, make sure it is labeled specific to that question number).
- ☐ 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 purpose of “Teams to Promote Aging in Place in OMH Supportive Housing or TPAP” Geriatric Demonstration Project is to facilitate supportive housing residents aging in place based on their priorities and preferences who are age 55 years and older, as well as residents younger than 55 years living with complex medical conditions that necessitate homecare. Older adults living in OMH supportive housing are at risk of losing community tenure due to emerging unmet care coordination, cross service system navigation, and homecare needs compounded by lack of connection to social determinants of health (SDOH) resources, and community and natural supports. Grant funding will support an enhanced home care rate, provision of at least one paid peer professional, and enhanced care coordination with the local office for aging and community partners that addresses social determinants of health and social engagement needs. OMH supportive housing residents identified as at risk for losing community tenure will be supported by an interdisciplinary care team of (1) an OMH supportive housing case manager, (2) a local office for aging case manager, (3) a homecare professional, and (4) at least one mental health or substance use/gambling peer professional who will collaborate with the residents to identify outstanding service and social needs. This will build a person-centered, holistic plan that is based on the older adult’s priorities and preferences for aging in place. A peer professional in this RFP is defined as a person certified, or provisionally certified, as a mental health Peer Specialist through the [New York Peer Specialist Certification Board](#) or a person certified, or provisionally certified, as a substance use/gambling Recovery Peer Advocate through the [New York Certification Board](#). Grantees will also be required to collaborate with community-based organizations across service systems, including mental health, aging, substance use, and gambling harms, that also address social determinants of health and social engagement needs, such as, but not limited to, Social Care Networks, Rural Health Networks, Cornell Cooperative Extension, Older Adult Rural Support Program, Regional Economic Development Councils, or Downtown Revitalization Initiatives. This may include projects focused on community inclusion, the Dwyer Veterans Peer-to-Peer Support Program, club houses, OASAS and OMH recovery centers, older adult centers, faith-based, civic, arts, cultural organizations, etc. To foster sharing of best practices in meeting the holistic needs of OMH supportive housing residents, grantees and their partners will participate in virtual and in-person learning collaboratives that include cross-disciplinary training curriculum consisting of trainings chosen in consultation with the chosen grantees and the Geriatric Interagency Mental Health Substance Use Disorder Planning Council and the Master Plan for Aging advisory groups.

Wrap around funding will be available to provide services and goods not covered through existing reimbursement channels that support aging in place in OMH supportive housing. Examples include, but are not limited to, non-medical transportation, memberships to community groups and/or gyms, continuing education, supplies to support personal interests and hobbies, large print calendars, pill containers, and mobility aids. Wrap-around funding can also be used to provide technological support

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based on the residents' needs and preferences. Examples include equipment (laptops, computers, personal devices, and/or internet access), online communities and devices to support engagement (Virtual Senior Centers, GetSetUp, Discover Live interactive virtual tours, animatronic pets, and online support through self-help and peer support groups), and technology literacy classes (for email, video chats with friends, children, grandchildren, etc., banking, patient portals, and education on fraud protection) are additional supports to help people use technology to age in place.

This RFP can be used to expand or enhance existing aging programs in OMH supportive housing or can be used to develop a new program that meets **all** the program requirements. OMH CR-SROs awarded the "Aging in Place Pilot" grant [MH253015](#) may also apply for this grant for their supportive housing programs.

All types of proposals will be evaluated using the same criteria and applicants must identify the geographic designation they will serve, rural or non-rural. Rural counties in NYS are listed in the table below.

New York State Rural Counties (population less than 200,000) U.S. Census Bureau 2021

Allegany	Cortland	Jefferson	Putnam	Tioga
Broome	Delaware	Lewis	Rensselaer	Tompkins
Cattaraugus	Essex	Livingston	Schenectady	Ulster
Cayuga	Franklin	Madison	Schoharie	Warren
Chautauqua	Fulton	Montgomery	Schuyler	Washington
Chemung	Genesee	Ontario	Seneca	Wayne
Chenango	Greene	Orleans	St. Lawrence	Wyoming
Clinton	Hamilton	Oswego	Steuben	Yates
Columbia	Herkimer	Otsego	Sullivan	

OMH Intends to make 6 awards, with a minimum of 2 in Rural counties.

No waiver of licensure or regulatory requirements accompanies these awards, but OMH staff will provide operational support, and an Older Adult Technical Assistance Center (OATAC) will provide programmatic and technical assistance, including support through subject matter experts at OMH and OASAS who specialize in peer recruitment, supervision and support for mental health peer specialist and/or substance use/gambling recovery advocates. . See [Section 4.3-4.6](#) for more information on grant awards.

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 to SFS and should not be sent directly to the procurement unit.

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1.2 Target Population/Eligibility Criteria

Residents 55 years or older who meet criteria for supportive housing level of housing who are at risk of losing community tenure due to:

- need for more intensive cross-service system care coordination and navigation assistance;
- unmet and emerging homecare needs; and/or
- lack of connection to community and natural support, including resources to meet social determinants of health needs and social engagement;

Or

- OMH supportive housing residents younger than age 55 years who have complex co-occurring medical conditions that necessitate the need for homecare.

OMH supportive housing providers must serve the described target population in regions that are:

- Rural; or
- Non-rural

Based on the county designation indicated in the table ([Section 1.1](#))

1.3 Bidder's Conference

A Bidders' Conference webinar will be held to provide an overview of the RFP components. This webinar will be recorded and made available on OMH's website www.omh.ny.gov.

Please Note: to access the recording, you must have a Webex account.

Bidder's Conference Date and time: Thursday, September 10, 2026, 10:00am–11:00am

To register for the Bidder's Conference, please click [here](#). When your registration is approved, you'll receive an invitation to join the webinar.

2. Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

New York State Office of Mental Health
Contracts and Claims
44 Holland Avenue, 7th Floor
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

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2.2 Key Events/Timeline

RFP Release Date	08/27/2026
Bider's Conference	09/10/2026
Questions and Answers Due	09/17/2026
Questions and Answers Posted on Website	10/08/2026
Proposals Due by 2:00 PM EST*	10/29/2026
Anticipated Award Notification	12/10/2026
Anticipated Contract Start Date	07/01/2027

*OMH strongly advises that applicants do not wait until the last day/last few hours to complete and submit applications/proposals to Grant RFPs. Exceptions will not be considered or made for an applicant who cannot complete their proposal/application by the due date and time of the RFP. **Please note that there are restrictions to the type, size, and naming conventions of the files and attachments uploaded in SFS. For more information, please review the SFS Attachment Guide [here](#). Failure to comply with these guidelines may result in attachments not being viewable to reviewers.**

2.3 Disposition of Proposals

All proposals submitted by the due date and time become the property of OMH. Any proposals not received by the due date and time do not get reviewed and are excluded from consideration.

2.4 Eligible Agencies

Eligible applicants are not-for-profit agencies with 501(c) incorporation providing OMH supportive housing, scattered or single site programs.

Agencies that do not meet eligible applicant criteria may partner with an eligible applicant, but they themselves would not be able to respond to this RFP. The eligible applicant must submit the proposal and – if awarded a contract – will be the recipient of the grant funding and assume responsibilities for the contract and fiscal and program operations.

In addition to eligibility requirements noted above, applicants must submit Letters of Commitment including the information outlined in Sections, [5.2.2](#) and [6.3a](#). Any proposal that does not include the Letters of Commitment will be rejected and not scored. These letters are not simply a Letter of Support. These letters must identify partnership responsibilities, which include significant collaborative commitment to and involvement in planning, implementation, and oversight of the “Teams to Support Aging in Place in OMH Supportive Housing” (TPAP) program during the five-year grant period. The Letters of Commitment must also outline all financial arrangements between partners, and these arrangements will also be reflected in the Operating Budget and Budget Narrative. Final contracts can be negotiated after receiving an award. (See Section 4.3 Process for Awarding Contracts)

Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Sections 2.8 and 2.9 for additional Prequalification

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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.

2.5 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by e-mail to OMHLocalProcurement@omh.ny.gov by the "Questions Due" date indicated in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions can be submitted or will be answered after this date. No questions will be answered by telephone or in person. Please enter "Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)" 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 confirm that criteria has been met. During 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 Section 2.4; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in Section 2.9; or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in Section 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, via US Postal Service or 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, 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 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. You will be provided with a username and password allowing you to access SFS.

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New York State Grants Management reserves 5-10 business days from receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

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

Prequalifying in SFS

- Log into the SFS Vendor Portal.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note: if either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts, and Submit your Prequalification Application.

Note: if the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate On or Update Your Application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or Returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

Note: New York State reserves 5 business days from the receipt of complete prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits 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

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Please note that all responses/applications/submissions to this RFP **must** be submitted through the Statewide Financial System (SFS). No mailed, delivered, or emailed submissions will be accepted. OMH strongly recommends that applicants plan accordingly and allow themselves enough time to appropriately complete and submit by the due date and time of this RFP.

When providing uploads in response to any of the questions posed (other than the Fiscal/Budget component), please upload only PDF versions of those documents. When saving these files before uploading, with the exception of an underscore, please do not use any special characters in the file name; letters only should be used. All attachments required with the proposal must be combined into the proposal template PDF and clearly labeled. Uploading documents that are not in PDF form (other than the budget, which must be uploaded as an Excel document) will result in the disqualification of the application.

Specific questions about SFS should be referred to the SFS Help Desk at helpdesk@sfs.ny.gov.

On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach.

The following training material focused on grants management functionality is currently available on SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS.
- On-demand recorded training videos focused on each aspect of the Grants Management business process.

Agencies can view vendor training material in SFS Coach by selecting **SFS Training for Vendors** from the topic drop-down list.

3. Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to

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be otherwise unacceptable, at 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 purpose 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 submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website, SFS, and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal with the successful applicant in order to ensure that the final agreement meets OMH objectives and is in the best interests of the State;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- 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

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applicants may request a debriefing, in writing, requesting feedback on their 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 ten (10) 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 (MWBE) and the employment of minority group members and women in the performance of OMH contracts. OMH expects that all contractors make a good-faith effort to utilize an MWBE, on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBE, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBE as subcontractors and suppliers in the performance of the project to be described in each grant disbursement

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agreement and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBE 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 MWBE had the award recipient achieved the contractual MWBE goals; and (2) all sums paid to MWBE 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 MWBE by submitting evidence thereof in such form as OMH requires. Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

- a. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

- b. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- i. If an award recipient fails to submit a MWBE Utilization Plan;
- ii. If an award recipient fails to submit a written remedy to a notice of deficiency;
- iii. If an award recipient fails to submit a request for waiver; or,

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- 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 MWBE identified within its 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 Businesses (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 SDVOB in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 0% for SDVOB participation, based on the current availability of qualified SDVOB. For purposes of providing meaningful participation by SDVOB, the Applicant/Contractor would reference the directory of New York State Certified SDVOB found at <https://ogs.ny.gov/Veterans>. Additionally, following any resulting contract execution, the 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 SDVOB in the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOB 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

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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 a finding of non-responsiveness, non-responsibility, and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract, or such other actions or enforcement proceedings as allowed by the Contract.

3.8 Sexual Harassment Prevention Certification

State Finance Law §139-I requires applicants on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid or provide a statement detailing why the certification cannot be made.

3.9 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 nor 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 the 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 the FOIL (Article 6 of Public Officer's Law), the applicant must submit, with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to the 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
6.1 Notification of LGUs	1
6.2 Statement of Need/Population Served	15
6.3 Description of Program	15
6.4 Description of Community Partnerships	10
6.5 Description of Training and Education	10
6.6 Implementation	10
6.7 Agency Performance	9
6.8 Diversity, Equity and Inclusion and Resident Input	10
6.9 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 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, the final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores.

Each proposal will be evaluated by the same criteria, regardless of whether identified as a rural or non-rural geographical category based on the county/counties to be served

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that align with the NYS Rural Counties Table ([Section 1.1](#)).

- The eligible proposals will first be rank ordered based on overall score.
- A total of six awards will be made.

Any proposal not receiving a minimum score of 70 will be eliminated from consideration.

In the case of a tie in the scoring process, the proposal with the highest score on the Description of Program (Section 6.3) in the Proposal Narrative will be ranked higher.

4.3 Process for Awarding Contracts

Scores in rural and non-rural geographical designation will be identified and the two highest-scored proposals from the rural category will be chosen for awards. The four highest scoring remaining applications will then be awarded regardless of the application's rural/non-rural designation.

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, failure to meet start-up milestones or poor performance outcomes. A contractor will be provided with notification if there is need for reassignment.

To reassign the contract, OMH will go to the next highest ranked proposal of the same geographical designation, rural or nonrural. If there are no same geographical designation proposals remaining, OMH will go to the next highest ranked proposal in regardless of designation. In the event the award cannot be made, OMH reserves the right to re-procure the terminated or reassigned contract.

4.5 Award Notification

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

5. Scope of Work

5.1 Introduction

The Local Governmental Unit (LGU), Director of Community Service (DCS)/Mental Health Commissioner has 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 Teams to Promote Aging in Place in OMH Supportive Housing. Applicants should notify the LGU(s) of their intent to apply. Proof of this notification is required to be uploaded to SFS and should not be sent directly to the procurement unit.

5.2 Objectives and Responsibilities

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. A unique CFR Program Reporting Code has been created for tracking of these funds; funding will be reported under code 1410.

5.2.1 Serve the Target Population and Leverage Community Resources:

Applicants must choose from the target populations identified in [Sections 1.1](#) and [1.2](#) and clearly demonstrate how they will serve that specific population. The lead applicant (OMH supportive housing provider) must provide the services of an interdisciplinary care team to residents aged 55 years or older, who meet criteria for supportive housing level of housing, and who are at risk of losing community tenure due to **any or all** of the following:

- Need for more intensive cross service system care coordination and navigation assistance;
- Emerging unmet homecare needs; and/or
- Lack of connection to community and natural supports, including resources to meet social determinants of health and social engagement needs;

Or

- OMH supportive housing residents younger than age 55 years who have complex co-occurring medical conditions that necessitate the need for homecare.

Through partnerships with community-based organizations, the OMH supportive housing provider must also leverage community resources to meet social determinants of health needs and connect residents to social engagement opportunities that meet their preferences.

5.2.2 Establishment of an Interdisciplinary Care Team to Support Residents Aged 55 and older and Residents Younger than 55 years with Complex Medical Conditions that Necessitate Homecare, Consisting of:

- An OMH supportive housing case manager;
- A local office for aging case manager;
- A homecare professional; and
- At least one peer professional: (Certified or Provisional) mental health Peer Specialist and/or (Certified or Provisional) substance use and/or gambling Recovery Peer Advocate.

To staff the interdisciplinary team, the OMH Supportive Housing provider, as the lead agency, will be required to partner with:

- **The local office for aging** ([Local Offices | Office for the Aging](#));

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- **A homecare provider** (https://profiles.health.ny.gov/home_care/index), <https://hcanys.org/resources/public-resources/finding-home-care>, homecare agencies participating in [Collaborative Models of Community Medicine and Paramedicine](#), [Find a Home Care Agency | NYS Health Care Providers](#);
- **The grant-funded statewide older adult technical assistance center (OATAC) for specialized peer support and consultation:** The agency chosen to serve as the OATAC, in collaboration with subject matter experts from OMH and OASAS to provide technical assistance and consultation in peer recruitment, training, supervision, and role clarity within the interdisciplinary team.

The interdisciplinary team will be required to implement a person-centered assessment and care planning process that integrates the resident's priorities and preferences for aging in place in OMH supportive housing. The team will provide enhanced care coordination, cross-service system navigation, and connect residents with resources to address unmet social determinants of health and social engagement needs. Teams will also support residents throughout the New York Independent Assessor Program (NYIAP) who are newly seeking Medicaid personal care services, consumer directed personal assistance services (CDPAS), and/or managed long term care plan enrollment for the first time. If possible, grantees will bill Medicaid and/or Medicare for applicable homecare services provided by the homecare professional. The grant will offer funding for an enhanced homecare rate to support residents with homecare service needs:

- Before or while eligibility is being determined by NYIAP;
- If found ineligible by NYIAP;
- Not covered by Medicaid or Medicare.

To ensure team success, applicants will need to create effective collaborative partnerships and should choose aging and homecare partners that are committed, reliable, fiscally sound, and with demonstrated expertise in serving and/or commitment to learning best practices for serving the target population. The OMH supportive housing applicant must submit Letters of Commitment from its local aging service system provider and at least one homecare agency. In addition, the lead applicant will be responsible for negotiating any financial arrangements for services between the aging and homecare partners as well as budgeting for payment of at least one mental health and/or substance use/gambling peer and indicating these arrangements in the Operating Budget (Appendix B) and Budget Narrative question (6.9b).

5.2.3 Establishment of a Peer Professional Position in OMH Supportive Housing

Each grantee will offer at least one FTE paid peer professional position (mental health and/or substance use/gambling) (certified provisional or certified) supporting older adults aged 55 years and older in aging in place in OMH supportive housing and residents younger than 55 years old who have co-occurring complex medical conditions that necessitate homecare. The primary applicant, the OMH supportive housing provider, will dedicate adequate time and resources to clarify and maintain the integrity of the Peer Support Staff through collaboration with the Older Adult Technical Assistance

Center (OATAC). Grantees must also commit time and resources to receive consultation from OATAC and OMH/OASAS subject matter experts who will provide resources, technical assistance, and consultation on cross training between mental health and substance use/gambling Peer Professionals to clarify and protect the integrity of the Peer Professional roles within the interdisciplinary teams serving residents in OMH supportive housing sites.

5.2.4 Partnership with Local Community-Based Groups to Address Social Determinants of Health (SDOH) and Social Engagement Needs

Grantees are required to establish partnerships with community-based organizations across service systems, including mental health, aging, substance use, and gambling, that address social determinants of health and/or social engagement needs, such as, but not limited to, Social Care Networks, Rural Health Networks, Cornell Cooperative Extension, Older Adult Rural Support Program, Regional Economic Development Councils, or Downtown Revitalization Initiative with projects focused on community inclusion, the Dwyer Veterans Peer-to-Peer Support Program, club houses, OASAS and OMH recovery centers, older adult centers, faith-based, civic, arts, cultural organizations, etc.

Social determinants of health needs will be determined based on the administration of the SDOH Inventory, derived from the [CMS Accountable Health Communities \(AHC\) Health-Related Social Needs \(HRSN\) tool](#). This inventory captures needs in nine domains: housing, food, transportation, utilities, caregiving, finances, employment, personal safety, and family and community support. Grantees will also be required to measure the severity of emotional and social loneliness through the administration of the [De Jong Gierveld Loneliness Scale](#).

5.2.5 Use Grant Budgeted Wrap-Around Funding to Support Aging in Place

Grantees agree to use wrap around funding for individualized support for aging in place in OMH supportive housing that are not covered through existing reimbursement channels. Examples include but are not limited to non-medical transportation, memberships to community groups and/or gyms, continuing education, supplies to support personal interests and hobbies, and technology supports such as tablets, digital literacy classes, and internet access.

5.2.6 Participation in Grant-Funded Trainings and Learning Collaboratives

a. Older Adult Technical Assistance Center (OATAC)

Successful applicants are required to engage, along with other grantees, in the programmatic and fiscal technical assistance offerings from the Older Adult Technical Assistance Center (OATAC). OATAC includes introductory calls with senior leadership, in-person or virtual site visits, and individual coaching calls. OATAC will also coordinate and co-facilitate with OMH annually, an in-person project site visit for each grantee and convene annual in-person learning collaboratives with all grantees over the course of the 5-year grant period in Albany, NY (or other identified and agreed upon setting) that will involve travel for 3-6 staff. Expenses

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associated with such travel should be considered when budgeting. Grantees will also be required to participate in virtual and in-person meetings that include cross-disciplinary training curriculum consisting of trainings identified in consultation with the chosen grantees and the Geriatric Interagency Mental Health and Substance Use Disorder Planning Council and Master Plan for Aging advisory groups.

b. Data

Grantees are required to collect, manage, and report a set of program performance measures to OMH. Of particular importance is data that can be used to measure assistance needed and provided by the homecare professional with activities of daily living (eating, dressing, personal hygiene, etc.) and instrumental activities of daily living (shopping, cooking, budgeting, etc.), as well as changes in behavioral health, loneliness/social isolation as measured by the De Jong Gierveld Loneliness Scale, social determinants of health as measured by the SDOH Inventory, behavioral health screenings, and quality of life. This will, at a minimum, entail the initial and follow-up administration of specified screenings and assessments and tracking of insurance coverage and results of eligibility determinations. Data produced by grantees in connection with their responsibilities under the grant shall belong to OMH but may be used by the grantee for educational or research purposes, as long as all other legal requirements for the use of such data have been satisfied and with the permission of OMH. Grantees are required to electronically submit individual client level performance measures at regular intervals to OMH using a format provided by OMH that will not require client identity or confidential information.

5.3 Operating Funding

Six awards will be made in the amount of \$300,000 annually for 5 years , for a total of \$1.5 million each. A total of \$9 million is available. 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 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) may 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:

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6.1 Notification of LGUs

- a. To receive the point for LGU notification, identified in Section 4.1 Evaluation Criteria, please provide proof that the LGU(s) was 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](#). Proof of this notification is required to be uploaded in SFS and should not be sent directly to the procurement unit.

6.2 Statement of Need/Population to be Served

- a. In your response, describe the need for developing "Teams to Promote Aging in Place in OMH Supportive Housing (TPAP)" for the target population residing in your agency's supportive housing program. The description should identify and describe the following:
 - Unmet homecare needs of the residents to be served: Consider residents' needs for both personal care services that address activities of daily living (personal hygiene, dressing, eating, bathing, etc.) and instrumental activities of daily living (budgeting, shopping, household chores, etc.), as well skilled home health needs, such as wound care, professional therapies including physical and occupational therapy, and management of chronic conditions.
 - Unmet social determinants of health needs: in the nine domains measured by the CMS scale - housing, food, transportation, utilities, caregiving, finances, employment, personal safety, and family and community support
 - Unmet social needs that exacerbate social isolation (lacking relationships contact with, and support from others) and loneliness (feeling of being alone, disconnected, or not close to others. Consider residents' cultural background, including military service, and religious affiliations.
- b. In each of your selected supportive housing site(s) for this grant, provide the following information about adults living in your agency's OMH supportive housing who are anticipated to participate in this program:
 - the estimated number and percentage of residents aged 55 years and older who are struggling to age in place due to need for more intensive cross service system care coordination and navigation assistance, unmet and/or emerging homecare needs, and/or lack of significant connection to social determinants of health resources and opportunities to establish social and natural supports,
 - the estimated number and percentage of residents younger than 55 years old with complex medical needs necessitating homecare

6.3 Description of Program

- a. This section should provide a clear and concise description of how the program will establish an interdisciplinary team through partnerships, that includes an OMH supportive housing case manager, an Office for Aging case manager, a homecare professional, and at least one peer (Certified Peer Specialist and/or Certified Recovery Peer Advocate and/or or peers who are provisionally certified) to support residents aged 55 and older, or younger than 55 with complex medical conditions necessitating homecare, in aging in your OMH supportive housing program.

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The description should include the following information about OMH housing, aging, and homecare partners:

- The number, name(s), location(s), and type(s) (scattered site or single site) of your OMH supportive housing program(s) that your interdisciplinary team will serve, including if the team will serve more than one location and/or county/borough;
 - The local county/borough Office(s) for Aging your agency will partner with to include an aging case manager in the interdisciplinary team. Describe previous experience your agency has in partnering with the local Office(s) for Aging and connecting residents to aging network resources, including NY Connects. Your application must include a Letter of Commitment from the local Office for Aging (see [Section 2.4](#)); Include the letter as part of the proposal PDF uploaded in response to Question 1 in SFS.
 - The homecare organization your agency will partner with to include a homecare professional in the interdisciplinary care team. Describe previous experience your agency has in partnering with homecare agencies and direct care homecare staff serving OMH supportive housing residents. Describe how your agency will foster communication and mutual learning between your homecare professional and other interdisciplinary team members. Your application must include a Letter of Commitment from at least one homecare agency (see [Section 2.4](#)); Include the letter as part of the proposal PDF uploaded in response to Question 1 in SFS.
- b. Describe your agency's plan to provide authentic Peer support services and your intent to connect your Peer Professional with Peers in the other grantees' programs throughout the five-year service demonstration. The applicant shall describe their commitment to supporting the work requirements for provisionally certified Peers in the position(s) established through the TPAP grant (please see **information provided below about requirements for provisionally certified peers**). **Previous experience your agency has in collaborating with Peers, including Peer Bridgers, is relevant to share, as well as any existing partnerships with peer or family-run organizations.**

Information about Work Requirements for Provisionally Certified Peers

Provisionally Certified substance use/gambling Recovery Peer Advocates (CRPA) require a [Role Experience & Supervision](#) (RE&S) form to be filed out by anyone who supervises the peer.

CRPA resources:

- [Unity Alliance](#): resources including a dedicated CRPA page, CRPA Certification Guide, and Upgrade to CRPA Guide for current CRPA Provisionals
- [CRPA Role Competencies](#)

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Provisionally Certified mental health Peer Specialists (CPS) require documentation of 2,000 hours of Peer Specialist experience under the supervision of a qualified supervisor to move on to standard certification.

<https://behavioralhealthprofessional.com/wp-content/uploads/2024/03/NCPS-Supervised-Work-Experience-Verification-Form-Feb-2024.pdf>

Please see the application form for more information: [NYCPS Application Feb 02-14-2020.pdf](#);

- c. Describe how the applicant will provide leadership of the interdisciplinary team's work, including the assessment process and development of a person-centered, strengths-based service plan, developed in coordination with the resident and other collaterals, as appropriate. Explain how the assessment process, including the administration of the De Jong Gierveld Loneliness Scale and the Social Determinants of Health (SDOH) Inventory will inform resource connection and social engagement to develop a "living" or evolving service plan.
- d. Describe how the interdisciplinary team will develop a process to assess aging in place needs and determine the most appropriate interventions to be implemented through the use of wrap-around funding. Describe how the team will include resident input on how wrap-around funding will be used to promote independence and social connection based on their preferences and needs.
- e. Describe the specific individual and systemic barriers and challenges this program intends to address by implementing this proposal.

6.4 Description of the Community Partners

- a. Describe the key community-based organizations your agency will partner with across systems, including mental health, aging, substance use, and gambling, as well as civic and cultural organizations, to meet the identified social determinants of health and social engagement needs. This includes previous experience working with community partners to meet aging and socially related needs of older supportive housing residents. Include any previous experiences or ideas to connect residents to opportunities for community inclusion, including volunteering, employment, community block parties, etc.

6.5 Description of Training and Education

- a. Describe how your agency will consult with the older adult technical assistance center (OATAC) and subject matter experts from OMH and OASAS to recruit, train and provide supervision of a paid Peer Professional for the interdisciplinary team.
- b. Describe the potential training and education the lead applicant (OMH Supportive Housing provider) and your partners (aging service system, homecare agency, community-based organizations) can provide during the cross-disciplinary trainings included in the grant-funded learning collaboratives.

6.6 Implementation

- a. Describe how the program will look when it is fully implemented. Include information

on:

- The roles, responsibilities, and workload of staff and supervisors involved in this project;
- How the interdisciplinary team will work together to establish an assessment and care planning process that continuously integrates the resident's preferences, community partners, and resources, and responds to changing medical needs; and
- How you will leverage cross-trainings and learning collaborative opportunities to ensure evaluation for continuous quality improvement.

6.7 Agency Experience

- a. Applicants must provide an overview of the agency's experience in operating supportive housing programs, serving individuals who are living with a serious mental illness and/or co-occurring substance use disorder, and are experiencing aging-related challenges, including managing chronic medical conditions. Describe the applicant's knowledge of community resources relevant to this group, specifically addressing social determinants of health and social engagement needs. Provide a summary of your agency's experience in developing and managing a team that supports residents living in a community setting with aging in place services as described in [Section 6.3](#) Description of Program.
- b. Describe your agency's mission as it relates to the target population. Describe your agency's experience working with older adults with multiple systems involvement (mental health, substance use, aging network, physical health, Medicaid, Medicare, entitlements, etc.), and how you have advocated with them and on their behalf to better coordinate care, both internally and externally. Describe the ways in which your agency has assisted residents in being involved in their communities of choice (e.g., faith, family, resident advisory boards, social groups, arts institutions, etc.)

6.8 Diversity, Equity, Inclusion, and Resident Input

This section describes the commitment of the agency 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.

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- c. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from residents 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. Describe the organization's committees and/or workgroups that focus on incorporating participants of TPAP and other residents into the agency's governance.
- e. Describe program efforts to recruit, hire, and retain staff from the most prevalent cultural group of residents and staff with lived mental health experience and with receiving mental health services.

Language Access

- f. Describe efforts to meet the language access needs of the clients served by this project (including limited English proficiency and 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, and the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). This section should also include information related to addressing other language accessibility needs (such as braille and limited reading skills), service descriptions, and promotional material.

Recovery Values

- g. Describe the agency's definition of recovery and how the program supports the individual in achieving full recovery from SMI and/or SUD. Describe how new and existing staff are trained in recovery-oriented practices.

6.9 Financial Assessment

- a. The proposal must include a 5-year Budget (Appendix B); \$300,000 is available annually. The indirect cost/administrative overhead rate is capped at 15%. Providers must follow Consolidated Fiscal Report (CFR) Ratio-Value guidance which excludes equipment/property from the direct cost base. Federal Negotiated Indirect Cost Rate Agreements (NICRA) are not allowable. Any travel costs included in the Budget must conform to [New York State rates for travel reimbursement](#). Applicants should list staff by position, full-time equivalent (FTE), and salary.
- b. Describe how your agency will manage the proposed program operating budget. Please 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, including all financial arrangements with required aging and homecare partners and for hiring of at least one mental health and/or substance use/gambling Peer Professional to collaborate with the OMH supportive housing case manager to form the interdisciplinary team (see [Sections 2.4](#), [5.2.2](#), [5.2.3](#), and [6.3b,c,d](#));
 - Describe how wrap-around funds will be allocated to address aging in place

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needs not covered through traditional reimbursement systems (see [Sections 1.1, 5.2.5, 6.3f](#)) and any budget funds to be used with community-based organizations to address unmet social determinants of health and social engagement needs (see [Sections 1.1](#), 5.2.1, 5.2.4, 6.2f, [6.4](#), [6.6](#), [6.7](#)); and

- A description of how salaries are adequate to attract and retain qualified employees.