



**Mental Health Outpatient  
Treatment and Rehabilitative  
Services (MHOTRS)/Clinic  
Enhancement Grants**

**Access and Capacity  
Enhancement**

**October 2023**

**Request for Applications**

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## SECTION 1

### A. Introduction and Background

The New York State (NYS) Office of Mental Health (OMH) is providing one-time funding of \$49,500 to OMH providers to expand access to specialized interventions in Mental Health Outpatient Treatment Rehabilitative Services (MHOTRS) programs (formerly known as Article 31 Clinics) for underserved populations. In 2022, NYS MHOTRS programs served over 350,000 individuals according to Medicaid claims data. Of those individuals, many presented with a variety of high-risk or specialized needs. NYS is committed to supporting programs to hire, retain, and continually train a skilled workforce to meet the varied, complex and unique needs of individuals and families seeking treatment and support via MHOTRS programming.

This funding opportunity is intended to enhance treatment access and outcomes by supporting opportunities for providing individuals with needed complex and specialized treatment in a timely and equitable way.

### B. Use of Funds

Eligible agencies may submit an application for one (1) of the following grant opportunities. Activities are intended to increase access to MHOTRS programs, offset critical nonbillable activities, and ultimately, promote and enhance quality of care. Grants are available for the following activities:

#### 1. **Establish or enhance mechanisms for increased engagement and service coordination.**

The Governor's budget and the initiatives funded in it are focused largely on meeting the needs of individuals who are repeatedly seen in hospitals and emergency rooms and are not well-engaged in care in the community. This initiative is intended to help MHOTRS programs build community connections and ensure these individuals are engaged in care. Funds may be used to offset costs associated with staffing or nonbillable activities in alignment with the following:

- **Coordination:** The plan should include the creation of mechanisms for inter- and intra-agency communications to promote and facilitate coordination, sharing of information, planning, referral, and linkage to additional or alternative supports and services. For example, enhancing mechanisms for communication and collaboration with other service providers related to or for complex cases to improve capacity to coordinate and effectively wrap services around the individual/family. And,
- **Engagement:** Enhance initial engagement and outreach activities in a MHOTRS program. Targeted populations may include disconnected individuals/families, individuals who have had multiple presentations to Emergency Room (ER)/Comprehensive Psychiatric Emergency Program (CPEP), and/or individuals who are demonstrating more challenging behaviors (e.g., aggression, truancy, etc.). Some examples may include targeted support efforts by agency staff, including peer support service staff, enhancing waiting room experience, purchasing a vehicle for off-site use, marketing materials, or development of mechanisms to identify, track and monitor individuals to initiate outreach and engagement activities.

Increased engagement and service coordination activities should account for Social Determinants of Health (SDOH) and other factors such as transportation barriers that may impact or impede an individual's ability to successfully participate in needed supports and services.

**2. Enhance program capacity to provide effective group intervention.**

In this year's budget, OMH is focused on ensuring increased access to MHOTRS program services in the community. One approach to improve access to care is to expand and enhance group services within a MHOTRS program. Group services increase access, decrease waitlists, and include supports from others with similar lived experiences. Group services may include therapist/practitioner or peer specialist/advocate guided sessions in alignment with populations served. Group services can be effective for a range of presentations including but not limited to mood disorders, personality disorders, eating disorders, violent or aggressive behaviors, complex trauma, or early intervention or prevention for early childhood (birth to five), and dual diagnoses of mental health and developmental disabilities or substance use or physical health (e.g., chronic pain) needs.

Funds may be used to offset costs associated with group implementation (including but not limited to, staff training, enrollment fees, materials, loss in productivity, travel expenses), hiring a consultant to develop and support group curricula, activities related to group work, and implementation. To support the application of knowledge and skills obtained, clinical supervisors are strongly encouraged to attend any trainings with MHOTRS program practitioners/staff.

Training must be evidence-based or evidence-informed and consistent with the needs and demographics served via the MHOTRS program to specifically enhance competencies related to specialized assessment and treatment that can be applied in group modalities. Consider interventions through a trauma-responsive, resilience, and justice-informed lens.

**3. Expansion or creation of a fast-track for access or behavioral health urgent care model to support timely access to in-person and telehealth MHOTRS programming for individuals with significant needs.**

The creation or expansion of mechanisms to support individuals presenting to Emergency Department (ED), CPEP, or mobile crisis, or discharging from Inpatient Psychiatry stay, Residential Treatment Facility, or Crisis Residence/Respite or presenting to the MHOTRS program in behavioral health crisis. Funds may be used to offset costs associated with staffing and developing needed mechanisms to facilitate fast-track access and support for individuals presenting with high, acute needs or transitioning from higher levels of care.

The fast-track approach or behavioral health urgent care model should include at minimum:

- Mechanism for individuals presenting with urgent needs to be prioritized, ideally on the day of presentation.
- For enrolled/admitted individuals or individuals returning to treatment: Access to clinical appointment within two (2) business days from initial contact.
- For individuals new to the MHOTRS program, from point of initial contact/referral:

- Access to an intake appointment within 24-hours
- Access to a first appointment within 72 hours of intake
- Access to a psychiatrist/Nurse Practitioner within five (5) business days of intake

### C. Key Events/Timeline

Activity	Date
Release Date	Wednesday, 10/18/2023
Questions Due	Tuesday, 11/7/2023
Q&A Post	Wednesday, 11/29/2023
Applications Due	Wednesday, 12/20/2023 at 1:00 PM
Tentative Notification of Grant Award	Wednesday, 1/24/2024

### D. Eligible Applicants

Eligible applicants for funds (\$49,500) are existing OMH-licensed MHOTRS<sup>1</sup> providers identified as operating in good standing<sup>2</sup> with OMH. Funds cannot be used to offset costs associated with start-up activities for new MHOTRS programs or satellites. Agencies chosen for funding must have at least one year of experience as an OMH-licensed MHOTRS program, serving individuals with significant mental health needs or experiencing mental health crisis. Agencies must demonstrate that the target population served or intended to be served has significant mental health needs and that the type of support services being provided help to mitigate the risk of mental health crisis or involvement in emergency services and hospitalizations.

### E. Program Requirements

#### E.1. Proposal Application

To participate in this funding opportunity, eligible providers must submit an application requesting funding that includes the following:

- **Application Information**
  1. Agency name
  2. Agency address
  3. Address and county of MHOTRS program site(s) in which programs will be implemented
  4. Type of eligible program and the grant opportunity for which you are applying (options #1-3 under Use of Funds in this document),

<sup>1</sup> Certified Community Behavioral Health Clinics (CCBHC) in the federal demonstration and Clinics required to comply with OMH regulations codified at 14 NYCRR § 599.15(k) are excluded.

<sup>2</sup> "Good standing" for licensed programs is defined as a provider having an OMH accepted Performance Improvement Plan and not receiving or not under active Enhanced Provider Monitoring.

5. Name of the applicant/lead individual who will be overseeing the project
  6. Contact information of the applicant/lead individual who will be overseeing the project
  7. Operating Certificate (OC) number of identified MHOTRS Program
- **Application Narrative**
    8. Brief narrative statement of demonstration of need (e.g., waitlist, historical need, etc.) in alignment with identified funding option. For instance, if option #2 (group modality) is selected, the applicant must provide quantitative data demonstrating the needs of individuals/families in alignment with planned modality approach.
    9. Baseline data: Number of individuals served by program: 2021, 2022
    10. Summary of proposed methods to meet intended goal of the chosen funding opportunity consisting of a maximum of **3 pages** to include, as relevant to identified funding option, inclusive of the following:
      - a. Activities proposed to meet the goals of funds
      - b. Projected increase in capacity (e.g., as operationalized by increased number of individuals served, decreased stay on waitlist, etc.)
      - c. Provider's plans on addressing cultural and linguistic needs of population and inclusion of families (may reference agency mission/strategic plan or work plan)
      - d. Provider's plans for sustainability of services past the availability of grant funds
      - e. Specific information relevant to the funding option selected. For instance, if funds intend to be used for training, resources, etc. the type of training must be clearly identified, associated cost, and staff projected to attend. Briefly outline projected development planning and implementation of necessary elements as necessary for identified funding option. For the expansion or creation of fast-track or urgent care model, the approach must include at minimum:
        - i. Mechanism for individuals presenting with urgent needs to be prioritized, ideally on the day of presentation.
        - ii. For enrolled/admitted clients or clients returning to treatment: Access to clinical appointment within two business days
        - iii. For new clients:
          1. Within 24-hour access to intake
          2. Access to a first appointment within 72 hours of intake
          3. Access to a psychiatrist/nurse practitioner within five business days of intake

- f. Provide a budget for \$49,500 corresponding to the deliverables.

## **E.2. Reporting Requirements**

Awardees will be required to participate in reporting, including but not limited to an end-of-grant (December 31, 2024) survey to gather information and data specific to the funding option selected.

## **F. Operating Funding**

Funds will be allocated to approved applicants in accordance with the following:

- o \$49,500 will be awarded to licensed MHOTRS programs. Limit one application per MHOTRS agency.

This funding allotment is intended to achieve the following:

- Increased service capacity to serve eligible and appropriate referrals.
- Decreased length of stay on program and service waitlists.
- Increased workforce competencies to be able to support service access and service provision to eligible individuals and families.
- Increased opportunities for specialized care to appropriately and competently treat individuals with complex or specialized needs.
- Increased community awareness and education regarding MHOTRS programs including services availability and access.

## **G. Method for Evaluating Applications**

Designated OMH staff will review each application for completeness and verify that all eligibility criteria are met. If an application is not complete or does not meet the basic eligibility it will be disqualified.

Applications will be reviewed and scored based on completeness of information. Applicants not receiving a score of ten (10) or more will not pass.

## **H. Disqualification Factors**

During the application evaluation process, evaluators will be reviewing eligibility criteria and confirming that they have been met. Applications that do not meet basic participation standards will be disqualified, specifically:

- Applications that do not meet the eligible applicant criteria as outlined in Section D.
- Applications that do not receive a passing score ten (10) or more points
- Applications from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in Section 2 D below, by the application due date of 1:00 PM EST on December 20, 2023.

## **I. Process for Issuing Awards**

OMH is allocating a total of \$4 million for this funding opportunity. OMH will make 80 awards.

OMH has identified counties as high needs based on Medicaid data. The following counties are identified as lower than 50<sup>th</sup> percentile on the total Medicaid population engagement with outpatient services post higher level of care. Applications which reference a site (application narrative #3) in one of these counties will be prioritized for funding.

Applications will be reviewed after the deadline for submission. All qualified applications received which include implementation in one or more of these counties will be awarded first, in the order of score. Should funding remain, all qualified applications received which include implementation in other counties will be awarded in order of score.

Albany	Rensselaer
Allegany	Richmond (Staten Island)
Bronx	Rockland
Broome	Saint Lawrence
Cattaraugus	Schenectady
Chautauqua	Suffolk
Chemung	Sullivan
Kings (Brooklyn)	Tioga
Lewis	Tompkins
Nassau	Washington
New York (Manhattan)	Westchester
Oneida	Yates
Onondaga	
Orange	
Orleans	
Otsego	
Queens	

To support an equitable funding allotment, eligible agencies are limited to submitting one application, identifying one of the funding options listed under Use of Funds. with one allocation limit per agency to support equitable funding allotment. If funds remain after all passing applications are awarded, additional funding allocations may be considered. Failure to be responsive to any section below will disqualify applicant from funding. Applications will be scored up to 20 points based on submitted proposal narratives. Applicants must receive a minimum of ten (10) points in order to pass and be considered for an award.



## **SECTION 2. Administrative Information**

### **A. Designated Contact/Issuing Officer**

OMH has assigned an Issuing Officer for this project. The Issuing Officer or designee shall be the sole point of contact regarding the RFA from the date of issuance of this RFA 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 this RFA. Certain findings of non-responsibility can result in rejection for an award. The Issuing Officer for this RFA is:

Amanda Szczepkowski  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims  
44 Holland Avenue, 7<sup>th</sup> Floor  
Albany, NY 12229

[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### **B. RFA Questions and Clarifications**

All questions or requests for clarifications concerning the RFA shall be submitted in writing to the Issuing Officer by email to [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by 4:00 PM EST on the “Questions Due” date indicated in Section 1C 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.

You must put “MHOTRS Access and Capacity Enhancement RFA” in the Subject Line.

The questions and official answers will be posted on the OMH website by 11/29/2023.

### **C. Addenda to Requests for Application**

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

It is the applicant’s responsibility to periodically review the OMH website, the NYS Contract Reporter and Grants Gateway to learn of revisions or addendums to this RFA. No other notification will be given.

#### **D. Grants Gateway Requirement (Applicable to not-for profits only)**

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 register in the Grants Gateway and if a **not-for-profit entity**, complete the Prequalification process in order for applications to be evaluated and any resulting contracts executed.

Applications received from eligible **not-for-profit** applicants who have not been Prequalified by the application due date of 12/20/2023 cannot be evaluated; therefore, such Applications will be disqualified from further consideration. For-Profit applicants are exempt from Prequalification but must still Register with the Grants Gateway in order to submit applications and receive a contract if an award is made.

**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 five (5) days prior to the RFA 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.**

#### **E. Instructions for Bid Submission and Required Format**

All applicants must be registered with the New York State Grants Gateway System and all Not-For-Profit agencies must be Prequalified prior to application submission.

If you are not already registered:

Registration forms are available at the GGS Website –  
<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have an SFS Vendor ID, include a Substitute for W-9 (with your signed, notarized registration (also available from website).

All registrations must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS Help Desk via email – [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) – OR – by telephone: 518-474-5595.

#### *How to Submit an Application*

Applications must be submitted online via the [Grants Gateway](#) by the date and time

posted in Section 1C. Tutorials (training videos) for use of the Grants Gateway (and upon user log in).

**You must use Internet Explorer (11 or higher) to access the Grants Gateway.**

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFA, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online application and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee: or a “Grantee Contract Signatory” or a “Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual document.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grantee Documents section on Grants Management website.

Late applications will not be accepted. Applications will not be accepted via fax, email, hard copy or hand delivery.

Helpful Links:

Grants Reform Videos:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Grants Team Email (Application Completion, Policy and Registration Questions):

[grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or by phone at 5198-474-5595

## **F. Reserved Rights**

OMH reserves the right to:

- Reject any or all applications received in response to the RFA 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 RFA at any time, at the agency's sole discretion;
- Make an award under the RFA in whole or in part;
- Disqualify an applicant whose conduct and/or application fails to conform to the requirements of this RFA
- Seek clarifications and revisions of applications for the purposes of assuring a full understanding of the responsiveness to this solicitation's requirements;
- Use application 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 RFA;
- Prior to the bid opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
- Prior to the bid opening, amend the RFA 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, Grants Gateway and the New York State 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 application 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 application and/or to determine an applicant's compliance with the requirements of the solicitation; and,
- Cancel or modify contracts due to insufficiency of appropriations, cause, convenience, mutual consent, non-responsibility, or a "force majeure"
- Change any of the dates indicated in the Timeline

## **G. 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 application, within 15 business 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 applications until after the NYS Office of the State Comptroller has approved all awards under this RFA. Written debriefing requests may be sent to the Designated Contact/Issuing Officer as defined in Section 2.A.

#### **H. 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 RFA, must be filed prior to the deadline of 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 RFA to be posted on the OMH website in the RFA/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 RFA 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 Avenue  
Albany, NY 12229

#### **I. Sexual Harassment Prevention Certification**

State Finance Law Section 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 RFA. Applicants must complete and return the certification with their application or provide a statement detailing why the certification cannot be made.

#### **J. NYS and OMH Policies**

The applicant/contractor must agree to comply with all applicable New York State and OMH policies, procedures, regulations & directives throughout the term of the award.