



Capital for Expanding Inpatient Psychiatric Capacity for Adults,
Children and Adolescents in Article 28s and Not for Profit Article 31s

Request for Proposals

Grant Procurement

11.30.23

(On-Line Submission Required)

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1.0 Introduction and Background

1.1 Purpose of the Request for Proposal

The Office of Mental Health announces the availability of capital funds for the expansion of child, adolescent, and adult inpatient psychiatric units, including specialty psychiatric units for the treatment of individuals dually diagnosed with mental health disorders and developmental disabilities across New York State.

The purpose of the RFP is to solicit proposals from qualified health care organizations to provide high-quality, equitable and accessible inpatient psychiatric services. As a part of a historic investment in mental health services for children, adolescents and adults, the Office of Mental Health is seeking to expand the availability of inpatient psychiatric services to ensure that individuals with mental health needs requiring inpatient hospitalization can access inpatient psychiatric care. These funds are intended to increase inpatient capacity by opening new inpatient beds to serve children, adolescents and adults based on local need.

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

2.0 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. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

Carol Swiderski
Contract Management Specialist III
New York State Office of Mental Health
Contracts and Claims
7th Floor
Holland Avenue
Albany, NY 12229
OMHLocalProcurement@omh.ny.gov

2.2 Key Events/Timeline

| RFP Events | Date |
|-----------------------------------------------|----------|
| RFP Release Date | 11.30.23 |
| Bidders Conference | 12.14.23 |
| Questions Due by 2:00:00PM Eastern Time (EST) | 12.30.23 |
| Questions & Answers Posted Tentative | 1.16.24 |
| Proposals Due by 2:00:00PM Eastern Time (EST) | 2.05.24 |
| Conditional Award Notification Tentative | 3.08.24 |
| Anticipated Start Date | 5.01.24 |

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by email at by OMHLocalProcurement@omh.ny.gov by the “Questions Due Date” indicated in 2.2.

The questions and official answers will be posted on the OMH website by the date indicated in 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

Please enter “Capital for Expanding Inpatient Psychiatric Capacity for Adults, Children and Adolescents in Article 28s and Not for Profit Article 31s” in the subject line of the email.

2.4 Bidder’s Conference

A Bidder’s Conference will be held at the date and time listed in the schedule. Prospective proposers’ participation in this conference is highly encouraged but not mandatory.

The purpose of the Bidder’s Conference is to:

- Provide additional description of the project; and
- Explain the RFP process

The details for the Bidders’ Conference are as follows:

December 14, 2023 10am- 10:50 am

Join from the meeting link

<https://meetny.webex.com/meetny/j.php?MTID=m01961b0997b70a779399ec69873e283b>

Join by meeting number

Meeting number (access code): 1616 59 8122

Meeting password: 32ApfXn94pR

Tap to join from a mobile device (attendees only)

[+1-518-549-0500](tel:+1-518-549-0500),[,1616598122##](tel:+1-518-549-0500) US (English Menu)

Join by phone

+1-518-549-0500 US (English Menu)

Join from a video system or application

Dial [1616598122@meetny.webex.com](tel:+1-518-549-0500)

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>

2.5 Addenda to Request for Proposals

In the event it becomes necessary to revise any part of the RFP 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 RFP. No other notification will be given.

2.6 Eligible Agencies

Eligible Applicants are

- NYS public health law Article 28 licensed general hospitals organized as a public benefit corporation, a county-operated program, or as a not-for-profit organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;
- Freestanding psychiatric hospitals licensed pursuant to Article 31 of NYS mental hygiene law and NYCRR Title 14 Part 582 and organized as a not-for-profit organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;
- Additionally, applicants must currently operate programs licensed, certified or otherwise authorized by OMH and be in good standing with the Office of Mental Health, i.e., not under enhanced monitoring by OMH due to quality or compliance issues.

If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

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.

2.7 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 (as defined in Section 4.2) and verify that all eligibility criteria (as defined in Section 2.5) have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have in fact been met. During the course of either of these review processes proposals that do not meet basic participation standards will be disqualified, specifically:

- A) Proposals from Applicants that do not meet the eligibility criteria as outlined in 2.6; or
- B) Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- C) Proposals from eligible not-for-profit Applicants who have not completed Vendor Prequalification, as described in 2.8, by the "Proposal Due" date as indicated in section 2.2.

2.8 Grants Gateway 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 NFPs to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Management Website, including The Vendor Prequalification Manual and an online tutorial to walk users through the process. All NFP vendors doing business with the State must be prequalified in order to submit a competitive bid in response to an RFP issued by the State. NFP contractors should go to the Grants Gateway, https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx, for registration and <https://grantsmanagement.ny.gov/register-your-organization#how-to-register> to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires emailing the registration documents.

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 RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.

Proposals received from eligible not-for-profit Applicants who have not been prequalified by the "Proposal Due" date and time as indicated in 2.2 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

2.9 Instructions for Bid Submission and Required Format

NOTE: For any application that does not contain all the required documentation

and/or "See Attached" responses that were to be uploaded, please be advised that the application will be reviewed and scored as submitted. For any incomplete response or missing and/or inappropriately submitted documentation, points will be deducted. It is the responsibility of the applicant to ensure, prior to submission, that the application is appropriate and complete.

PROPOSALS ARE DUE on the "Proposal Due" date as indicated in section 2.2.

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

Registration forms are available at the GGS website:

<https://grantsmanagement.ny.gov/register-your-organization>

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

All registration 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 -- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway (and upon user log in): **You must use Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.**

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 RFP, 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 proposal 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 a ‘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 proposals will not be accepted. Proposals will not be accepted via fax, email, hard copy or hand delivery.

Helpful Links

Some helpful links for questions of a technical nature are below.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

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

(Technical questions)

Grants Team Email (Proposal Completion, Policy and Registration questions):

grantsgateway@its.ny.gov or by phone at 518-474-5595.

2.10 Minority and Women Owned Business Enterprises and Service-Disabled Veteran Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise (“MBE”) participation, a 14% goal for Women-owned Business Enterprise (“WBE”) participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises (“SDVOB”) participation on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction. With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be

viewed at: <https://ny.newnycontracts.com>. For guidance on how OMH will determine a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreement, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the grant disbursement agreement.

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

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: a) If an award recipient fails to submit a MWBE Utilization Plan; b) If an award recipient fails to submit a written remedy to a notice of deficiency; c) If an award recipient fails to submit a request for a waiver; or d) If OMH determines that the award recipient has failed to document good faith efforts.

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly M/WBE 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.

2.11 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at: <https://sdves.ogs.ny.gov/business-search> Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract to be documented.

2.12 Equal Employment Opportunity

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all of the terms and conditions of Master Contract for Grants – Standard Terms and Conditions. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, 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 Employment 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 and shall require each of its Subcontractors to 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 non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment 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.

2.13 Sexual Harassment Prevention Certification

State Finance Law §139-I requires bidders 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 bidder cannot make the certification, the bidder 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.

2.14 Instructions for completing the Capital-Based Budget in Grants Gateway

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

and Predevelopment, as well as Work Capital/ Reserves categories of expenses are not eligible categories and are therefore not available for entries.

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

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

Unallowable expenses include, but are not limited to:

- Costs associated with the operations of program;
- Interest, fees or other costs associated with other capital funding sources related to the proposed project;
- Costs associated with applying for or administering the OMH capital grant;
- Debt service; or
- Reimbursement of acquisition or carrying costs for property already owned by the applicant.

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

The Applicant's Capital Budget and a Budget Narrative for the proposed capital project will account for 20% of the evaluation factor in the scoring of the application; therefore, attention to budget accuracy and sufficient justification for proposed costs will increase your project score.

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

2.15 Instructions for completing the Workplan and Objectives in NYS Grants Gateway

The Workplan Overview Form will be used to create the Work Plan portion of the contract. Some of the information requested will be duplicative of information provided earlier in the application. You may copy/paste or summarize previous responses where appropriate when developing your Project Summary and/or Organizational Capacity narratives. Be sure to follow the guidance provided below.

The Work Plan Period should reflect the anticipated capital contract period. Capital contracts will be approved for a five-year term.

The Project Summary section should include a high-level overview of the project as instructed. The narrative provided in response to the executive summary requested in 5.4.1, question 1.b. is sufficient.

The Organizational Capacity section should include the information requested regarding staffing and relevant experience of staff and any applicable consultants to be involved in undertaking the proposed capital project.

The Objectives and Tasks section should identify grantee-defined objectives and tasks that are relevant to the completion of the proposed project. Instructions can be found in the Vendor User Manual in section 5.2.4
<https://grantsmanagement.ny.gov/grantee-documents>

Also, you must use Internet Explorer (11 or higher) to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

3.0 Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency's sole discretion;
- Withdraw the RFP at any time, at the Agency's sole discretion;
- Make an award under the RFP in whole or in part and otherwise make funding decisions that maximize compliance with and address the outcomes and priorities identified in this RFP;
- Disqualify an Applicant whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the State's investigation of an Applicant's qualifications, experience, ability or financial standing, and any

material or information submitted by the Applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;

- Prior to the bid opening, direct Applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential Applicants via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective Applicants;
- Change any of the scheduled dates;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal within the Scope of the RFP in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible Applicant, should the agency be unsuccessful in negotiating with the selected Applicant within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract;
- Require clarification at any time during the procurement process and/or require correction of mathematical 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;
- Conduct a readiness review of each selected Applicant prior to the execution of the contract as set forth in Section 4.3
- Rescind awards should awardees fail to meet prescribed timeframes for contract development and /or signature; and
- Cancel or modify contracts due to the lack of fiscal appropriations.
- Award the funding in a manner that best achieves the goals and intent of the RFP, including a distribution that best achieves access to the various types of inpatient psychiatry beds/units geographically within the limits of available funding. This includes the right to make initial awards that are lower than the amount requested and the right to make awards up to the full amount of the funding available. If the RFP is not fully awarded, we reserve the rights to reprocure the unawarded funds or redistribute the remaining funds evenly among the awardees up to an individual applicant's total budget.
- Prior to executing a contract, determine a final award amount based upon the terms, requirements and intent of the RFP, the final scope approved by OMH, and actual construction costs.

3.2 Debriefing

The OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal, within 15 business days of the OMH dated letter. 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 of an award decision must be filed within fifteen (15) business days after the notice of conditional award or non-award, or 5 business days after debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of the 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:

NYS Office of Mental Health
Ann Marie T. Sullivan, M.D., Commissioner
44 Holland Avenue
Albany, NY 12229

3.4 Term of Contracts

Contracts for Capital Construction costs will be developed in accordance with the process outlined in Section 4.3.1, upon approval of the capital projects costs by OMH and the Division of Budget (DOB). The term of such contracts shall be determined as part of the contract development process.

The State's Prompt Contracting and Vendor Responsibility provisions require all State agencies to complete contract development and the signatory process in accordance with statutorily prescribed timeframes. It is expected that awardees will be available and prepared to respond within the statutorily required timeframes. Awardees who cannot meet the prescribed timeframes for contract development and/or signature may, at the OMH's sole discretion, be denied funds awarded to it under this RFP.

For the anticipated start date, see section 2.2. OMH reserves the right to change the first year's contract term, as stated above. Selected Applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract. The Master Contract Form is available on the Grants Gateway.

The OMH Master Grant Contract Forms and instructions are available at:
www.omh.ny.gov/omhweb/resources/providers/directcontract/.

3.5 Bid Response

Neither the State of New York or OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of the bid proposal.

3.6 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 are presented in Section 2.8 of this RFP.

3.7 Freedom of Information Requirements

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if an applicant believes that any information in its bid constitutes a trade secret or should otherwise be treated as confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of Public Officer's Law), the applicant must submit with its bid, a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an applicant to submit such a letter with its bid identifying trade secrets will constitute a waiver by the applicant of any rights it may have under Section 89(5) of the Public Officers Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the applicant may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to a FOIL proprietary status.

4.0 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be reviewed and scored based on an evaluation of each Applicant's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories, as defined in Section 5.4.

| Technical Evaluation | Points |
|--------------------------------------------------|---------------|
| Population | 15 |
| Description of Program | 10 |
| Implementation | 20 |
| Capital Project Funds | 15 |
| Agency Performance | 10 |
| Diversity, Equity and Inclusion and Peer Support | 10 |
| Financial Assessment | 20 |
| Total Proposal | 100 |

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.0

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.5 and 2.6, the proposal will be

eliminated from further review. The Applicant will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. OMH's evaluation committee, consisting of at least three technical evaluators, will review the technical portion of each proposal and compute a technical score. A fiscal score will be computed separately based on the Capital Budget and Budget Narrative in Grants Gateway.

Evaluators may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum final score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Section 6.3 "Implementation" will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible Applicant per the criteria set forth in Section 5.4 of this RFP.

Applicants will be rated based on their final total score. Applicants that receive a final total score of less than 70 will be ineligible to receive capital funding. \$50 million in capital funding will be awarded through this RFP. Up to ten (10) awards will be made totaling up to \$5 million each.

4.3.2 Regional Award and Funding Amount Targets

Five (5) awards will be dedicated to New York City (NYC) and five (5) awards will be dedicated for the Rest of New York State (ROS). Awards will be issued in NYC or ROS in rank score order until all 5 awards are made based on the below prioritization. If there are fewer than 5 applications with a passing score in either NYC or ROS and greater than 5 passing awards in the other region (NYC or ROS, respectively) applications with passing scores will be awarded based on prioritization and rank score order until all ten (10) awards are issued. If less than ten passing applications are received, OMH may increase the award amount of the passing applications in order to fully expend the \$50 million available.

Awards will be made to applicants with passing scores in rank score order, subject to the following minimum award and unit targets per system focus or region:

To support unmet need for inpatient care for individuals dually diagnosed I/DD+MH, awards will be issued first for:

- 1 unit for adults dually diagnosed with intellectual/developmental disabilities – statewide
- 1 unit for children dually diagnosed with intellectual/developmental disabilities - statewide, excluding Central RPC Region (Onondaga, Oneida, Oswego,

Madison, Cortland, Cayuga counties)

To support unmet need for inpatient care for young people, awards will be issued second for:

- 2 units for children and/or youth - NYC
- 2 units for children and/or youth – ROS

To support inpatient expansion throughout NYS, awards will be issued third for any passing applications until 10 awards are made.

If any awards for inpatient units are not awarded, awards will be issued fourth for hospitals applying to add at least four (4) beds to an existing inpatient psychiatry service at a maximum award of \$1 million per hospital.

4.3.3 Reallocation Process

There are factors that may result in the awarded funding being rescinded and reallocated. These include, but are not limited to, an OMH determination that the agency has failed to adequately progress a project within 18 months of the award notification date; failure to obtain OMH licensure; an OMH determination that the project is not feasible; or an OMH determination that a lease for a site is not minimally commensurate with the bond amortization and said lease cannot be renegotiated. By submitting a response to this RFP, an agency acknowledges that any determination to rescind and/or reallocate funding is solely at the discretion of OMH. An agency will be provided notification if the awarded funding is to be rescinded and reallocated. By submitting this application, the applicant commits to complying with and obtaining licensure through the OMH; Regulation Part 580 or 582 of 14 NYCRR.

In the instance of reallocation of funding, OMH will issue awards to any passing applications that were not awarded in the first funding round. If no unawarded applications remain, OMH may go back to the top of the list in rank order to offer additional funding as needed, in furtherance of the goals of this RFP.

4.3.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful Applicants.

The award is further subject to the submission and approval of a Prior Application Review (PAR) application as necessary. The PAR process will require Applicants to provide proof that they have sufficient authorization and control to undertake the capital project at the project site. In order to determine that the Applicant owns, leases, or otherwise has control over the site where the project will be located, Applicants must provide a copy of the deed or lease for the site as part of the PAR. Additionally, if the Applicant is leasing the project site, a Letter of Support from the site owner to conduct proposed work will be required as part of PAR process. If the site is not under the Applicant's control, proof that the lease for the site is minimally commensurate with the bond amortization will also be required.

OMH reserves the right to conduct a readiness review of the selected Applicant prior to the execution of the contract. The purpose of this review is to verify that the Applicant is

able to comply with all participation standards and meets the conditions detailed in its proposal.

Once an Applicant is notified of an award through this RFP, they may also be required to submit an "Appraisal & Feasibility Request Form." The Bureau of Housing Development and Support staff will review this information and may contact the agency for further information regarding the planned capital improvements and/or to arrange a visit to the site. If the site is acceptable, OMH will order a feasibility study to further evaluate the proposed plan.

The Capital Budgets of awardees are subject to approval by the Bureau of Housing Development and Support after further analysis of each individual project before the Capital Budget is finalized.

Finally, should the cost of the capital project exceed the OMH award, applicants must demonstrate they have secured the full funding to complete the project before the OMH contract will be executed. Capital contracts will be finalized when the Division of the Budget (DOB,) the NYS Attorney General and the Office of State Comptroller approval is received. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an Applicant until the applicable action(s) listed above occur.

5.0 This capital funding is made available as interest free construction financing and it must be repaid with a Dormitory Authority of the State of New York (DASNY) bond mortgage. Scope of Work

5.1 Introduction

The goal of this RFP is to identify a healthcare organization that can provide trauma-informed, family-centered, equitable and accessible inpatient care for children, adolescents and adults in New York State. In collaboration with the Office of Mental Health, the healthcare organization will provide inpatient services that rapidly stabilize behaviors, treat symptoms and provide the skill building and discharge planning and coordination needed to return to community-based settings.

5.2 Program Objectives and Scope

The funds awarded in this RFP are intended to develop new inpatient psychiatry beds. Hospitals may apply to start new inpatient psychiatry units or to expand existing psychiatry services. Applicants do not need to have existing inpatient psychiatry services to be eligible to apply. If providers intend to expand existing psychiatry services, the expansion must provide at least four (4) new beds. Funds cannot be used to renovate existing units.

The proposed inpatient program must aim to provide compassionate, trauma-informed, and patient-centered care to individuals with acute mental health challenges and, as appropriate, their families. The inpatient program should focus on comprehensive assessment, individualized treatment planning, and therapeutic interventions tailored to meet the unique needs of each individual. The primary goals

of inpatient treatment are to evaluate, understand the underlying causes of the individual's clinical difficulty leading to admission, and to develop a treatment plan to address acute stabilization, aftercare needs, and promote mobilization of pre-existing supports within individual's system of care post-discharge.

For program serving children and adolescents, educational supports should be integrated into the program.

Staff Qualifications and Training

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

Safety and Security Measures

Inpatient treatment is typically reserved for those individuals whose mental health condition has reached a level where they pose a risk of harm to themselves or others. As such, the inpatient program should prioritize safety and security including dissemination of best practices, cultivation of a safety-first culture, patient and family-center teamwork to optimizing communication, a safe physical and psychological environment, and measures to ensure safe de-escalation of crisis situations.

Therapeutic Environment and Activities

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

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

- Availability of language access services and assistive technology as needed for full participation in the treatment environment.

Clinical Treatment

Clinical treatment should utilize a team-based clinical formulation/conceptualization, based on comprehensive assessment and evidence-based and evidence-informed treatments matched to the presenting issue. Clinical treatment methods include the following as appropriate:

- Modalities of evidence-based treatment specific to the psychiatric, educational, developmental, and medical disorders as the focus of treatment.
- Measurement-based care using individualized goal attainment scaling and repeated use of standardized measures.
- Family treatment prioritized throughout the admission as appropriate. For children and adolescents, regular family treatment is prioritized with a goal of family therapy twice per week at a minimum.
- Services that use a mixed methods approach, including telehealth and web-based communication based on individualized considerations.
- Creation and maintenance of strong partnerships with families as appropriate, oversight agencies, advocates, and community providers result in lower lengths of stays and smooth and successful transitions back to home, community, and school as applicable.
- Peer advocate services, including adult, youth, and family as appropriate
- Inpatient interventions should be selected with consideration for the capacity of aftercare providers to continue or complete treatment courses initiated during hospitalization.

Medication Management

The proposed program must adhere to best practices in medication management, ensuring appropriate assessment, administration, monitoring of medications when necessary, and prevention and reduction of polypharmacy.

5.3 Reporting Requirements

Agencies must conform to all OMH fiscal reporting requirements as outlined in the “Consolidated Fiscal Reporting and Claiming Manual.” These guidelines are available at:http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/documents/FINAL-MANUAL050218.pdf.

Agencies awarded these funds will be required to adhere to any reporting requirements OMH may subsequently develop.

5.4 Funding

Funding is available for the capital development costs associated with the acquisition of property, construction and/or rehabilitation of new or existing facilities. Capital development costs may include, but not limited to, cost of planning and consultants, construction, renovation, acquisition and equipment needed to complete capital

project. Refer to Sections 2.13 and 4.3 for additional information. If the plan will exceed the award of \$5M, capital funds for the remainder of the award must be identified.

Costs associated with the project that are incurred prior to the date of a capital contract execution may not be reimbursed from grant funds.

Applicants are reminded that the funding for capital development is contingent upon the continued availability of State appropriations.

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

6.0 Proposal Narrative

When submitting proposals for funding under this RFP, the narrative must address all of the questions listed below, in the following order:

6.1 Population

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

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

6.2 Description of Program

Provide a description of the proposed program including the number of inpatient psychiatric beds the applicant intends to develop. The program description should include the program elements mentioned section in 5.1, **but should not be a reiteration of section 5.1 above.** Your response should address the specific needs of the population you are proposing to serve including: adults, adults with co-occurring I/DD, children or adolescents, children or adolescents with co-occurring I/DD. Also state your commitment to creating an inpatient program to be licensed by OMH under 14 NYCRR XIII Part 580 or Part 582.

6.3. Implementation

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

6.3.a. Identify the anticipated referral sources for the program. Provide any linkage agreements or Memorandums of Understanding (MOU) with referral sources, if available. Include the process for referrals and interface with referral sources including but not limited to: OMH Field Offices, Single Point of Access, Health Homes, outpatient mental/behavioral health practitioners, Comprehensive Psychiatric Emergency Program, School Counselors, Managed Care Organizations (MCO's), Private Insurers, Mobile Crisis, Emergency Departments, Clinics, Local Hospital Systems, Law Enforcement, Self-Referrals, etc.

6.3.b. Describe admission criteria and orientation procedures for the operation of the inpatient psychiatric unit. Describe Utilization Management (UM) policies and procedures for individuals enrolled in Medicaid Managed Care. State your commitment to serve individuals that meet admission criteria regardless of special population status, including, but not limited to: LGBTQ and gender-nonconforming individuals, individuals who are dually diagnosed, individuals who are unhoused, individuals who have a justice involved history and, for children and adolescents, individuals involved in the child welfare system.

6.3.c. Describe individual assessment procedures and the development of a person centered, strength-based individualized treatment plan. Describe how the treatment plan will address the needs of the individual's service needs and include how identified supports, which may include family, will be involved in the service planning and implementation. Attach a copy of any individual assessment tools and a completed sample treatment plan with identifying information redacted.

6.3.d. Describe discharge procedures, including the agency's approach to facilitate an individual's return to a stabilized level of functioning including connections to community services and supports identified by the individual receiving services. Describe how communication and coordination with partners will begin at the time of admission and foster continuity of care between the hospital and community providers. Describe how discharge planning will involve existing providers, and new or existing care coordination services. Describe how discharge planning will involve coordination with Single Point of Access (SPOA) or Children's Single Point of Access (C-SPOA), as needed. Describe how collaboration with community partners will take place, e.g., timing of discharge planning meetings. How will discharge planning meetings reduce role confusion between systems of care, strengthen and support follow-up with aftercare providers and/or referrals? Attach completed sample discharge plan.

6.4 Capital Project Funds

6.4.a. Provide a brief overview of the capital project for which funding is being

requested while incorporating information related to:

- 1) A brief description of the project as it relates to obtaining or having site control, acquisition, construction and rehabilitation;
- 2) The specific address/location of the project, if available. Provide the proposed county where the site will be located, as well as the county/counties and OMH region(s) that will be served.
- 3) Describe the existing and/or proposed structure, square footage, physical space/layout as identified in 14 NYCRR XIII Part 580 . Include any other pertinent physical characteristics of the site. Attach/upload design drawings, if available.

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

- 1) How the applicant plans to fully fund the capital project if this award is not sufficient to cover the entire cost of the proposal.
- 2) how the applicant plans to fund the on-going operation of the inpatient psychiatric unit; and
- 3) what initial and ongoing marketing strategies would be used to inform the community and referral sources of the services provided within this program.

6.5 Agency Performance

Applicants will be scored on either 6.5.c or 6.5.d, as applicable.

6.5.a. Provide a brief summary of the healthcare organization/agency, the services for which the agency is licensed and provides, and the population(s) served. Describe how these experiences demonstrate the agency's experience and qualification for operating a new inpatient psychiatry service.

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

6.5.c. Applicants that hold a current OMH license for inpatient psychiatry services must provide an overview of the agency's experience in providing inpatient psychiatry services to individuals with a serious mental illness, serious emotional disturbance or both. In the narrative incorporate information from recent licensing visits to demonstrate that your agency operates inpatient services in accordance with OMH and Joint Commission guidelines. Agencies must note their average length of stay, readmission statistics and ability to discharge individuals into community settings, including housing and appropriate outpatient services.

Applicants that are not current NYS OMH Inpatient providers will respond N/A to this question and will respond to Question 6.5d.

6.5.d. Applicants that do not hold a current OMH license for inpatient psychiatry

services must describe their agency's experience with and ability to serve individuals recovering from a serious mental illness or serious emotional disturbance in other levels of care (e.g., Clinic, partial hospitalization program, emergency services, etc.) and must include information from recent licensing visits from other OMH licensed or funded programs to demonstrate that your agency operates services in accordance with OMH guidelines.

6.6 Diversity, Equity, Inclusion and Peer Support

This section describes the commitment of the entity to advancing equity. OMH is committed to the reduction of disparities in access, quality, and treatment outcomes for historically marginalized populations as well as centering and elevating the voice of individuals with lived experience throughout the system.

6.6.a Commitment to Equity and the Reduction of Disparities in Access, Quality and Treatment Outcomes for Marginalized Populations

1. 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.
2. Identify the management-level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations.
3. Identify the management-level person responsible for coordinating/leading efforts to ensure incorporation of feedback from participants in services in continuous agency improvement. Information provided should include the individual's title, organizational positioning and their planned activities for coordinating these efforts).
4. Provide the diversity, inclusion, equity, cultural and linguistic competence plan for this program (as outlined in the National CLAS Standards). Plan should include information in the following domains:
 - workforce diversity (data-informed recruitment);
 - workforce inclusion;
 - reducing disparities in access quality, and treatment outcomes in the patient population;
 - soliciting input from diverse community stakeholders, organizations and persons with lived experience.
 - efforts to adequately engage underserved foreign-born individuals and families in the project's catchment area as identified.
 - how stakeholder input from service users and individuals from marginalized/underserved populations was used when creating the diversity, inclusion, equity, cultural and linguistic competence plan.

Discuss how the plan will be regularly reviewed and updated.

6.6.b Equity Structure

1. Describe the organization's committees/workgroups that focus on reducing disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence).
2. Describe the organization's committees/workgroups that focus on incorporating participants of services into the agency's governance. Note - it is important to describe how membership of any such committee/workgroup includes people with lived experience and representatives from the most prevalent cultural groups to be served in this project.

6.6.c. Workforce Diversity and Inclusion

Describe program efforts to recruit, hire and retain a) staff from the most prevalent cultural group of service users and b) staff with lived experience with mental health and receiving mental health services.

6.6.d. Language Access

Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages, the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also, include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures).

This section should also include information related to:

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

6.6.e. Recovery Values

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

6.6.f. Collaboration with Diverse Community Based Stakeholders/Organizations

For this project, describe proposed efforts to partner, collaborate with and include diverse, culturally relevant community partners in service provision and in the gathering of stakeholder input. This includes information about subcontracting entities (if applicable) and other efforts to ensure government resources reach organizations and populations that are historically economically marginalized,

including those that are peer run.

6.7 Financial Assessment

6.7.a. The Applicant must complete the Capital Budget for the proposed capital acquisition, construction and/or rehabilitation project in Grants Gateway. **Applicant must upload all supporting documentation for cost estimates.**

6.7.b. The Applicant must complete a Budget Narrative (Appendix A1,) which provides detailed explanation and justification for the cost estimates provided in the Capital Budget completed in the Grants Gateway. The Applicant should upload and refer to supporting documentation for the cost estimates, where applicable. The Applicant must include in the narrative the calculation or logic that supports the budgeted value of each itemized entry. Include details in the narrative such as, any purchases that would need to be made, services that would need to be contracted, and permits, approvals or permission that would need to be secured or have already been secured. OMH Bureau of Housing Development and Support will work with selected providers as projects progress to refine what is supplied here. If the total cost of the project exceeds the amount of funding being requested, identify which costs the Applicant intends to cover with additional funding and describe how the agency has or will secure(d) additional funding to complete the project. If the Applicant has supporting documentation related to additional funding, it may be attached. Finally, the Applicant must include in the Budget Narrative a description of how the Applicant will undertake and complete the project.

6.7.c. Using Appendix B, develop an Operating Budget in the identified column on the Budget template. Assume a full year of operating funds. Identify all sources of income for reimbursement of the proposed crisis program. Sources may include but are not limited to: grants, Medicaid Managed Care (negotiated rates with State guidance to be issued), private pay clients, and local aid. Show all sources of income. Applicants should list staff by position, full-time equivalent (FTE), and salary.

6.7.d. Using the Budget Narrative (Appendix B1), describe how your agency manages its operating budget. Applicants must complete a Budget Narrative which should include the following:

- detailed expense components that make up the total operating expenses;
- the calculation or logic that supports the budgeted value of each category;
- description of how salaries are adequate to attract and retain qualified employees; and
- detailed description of the program's financial sustainability.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) format is available in Grants Gateway and a sample can be viewed on the OMH website. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may cause to reject your proposal for non-responsiveness.**

6.7.e. Describe the fiscal viability and health of the applicant agency. Include the history of successfully management of public grant funding.

6.7.f. In the past three years, has the applicant agency been audited or reviewed by a government agency? If so, what was the result? Describe any negative findings and how they were resolved. Indicate if audited financial statements have been prepared for the applicant agency within the past twelve months and if the audit resulted in an unqualified, or “clean” opinion. If the audit resulted in a qualified opinion, please describe.