



**Assertive Community Treatment  
Adult Teams – Rest of State**

**Questions & Answers**

**Please note that the program specific questions have been amended and they cannot be updated in the Grants Gateway to match the changes in the amended RFP document. Please look at the RFP document as you answer those questions to ensure you are using the updated information (questions 6.3c and 6.3d).**

**Q1. In looking at the RFP for the 36-person team, the staffing, deficit funding and reimbursement rate is the same the same as a 48-person team, but you have 12 people less to bill for. How is the 36 person ACT team financially sustainable?**

A1. An amendment to the RFP will be posted to reflect changes made to the Rural ACT team model. Changes include: smaller Rural team size of 5.7 FTE, updated staff-to-member ratio of 9:1, and adjusted fiscals (updated revenue assumptions and net deficit funding) to aid fiscal viability for a team serving 36 adults. The change to the Rural ACT staffing removes 1 FTE Family Specialist from the minimum required staffing model, an adjusted staff-to-member ratio of 9:1, and updated training requirements to include family specialist role training for all other ACT staff.

**Q2. If an applicant agency is a subrecipient of a licensed NYS OMH ACT provider, should the applicant respond to question 6.4c or question 6.4d?**

A2. If by "subrecipient" the agency is referring to having received an award from a prior ACT RFP to open a new licensed NYS OMH ACT team, but the team is not yet licensed, then the applicant would respond to question 6.4d. Applicants that are not current NYS OMH ACT providers will respond "N/A" to question 6.4c and will respond to Question 6.4d.

Note: In the RFP, Question 6.4c states applicants that are not current NYS OMH ACT providers will respond...to Question 6.5d; this is an error and applicants will instead answer Question 6.4d. Similarly, Question 6.4d states applicants that are NYS OMH ACT providers will respond...to Question 6.5c; this is also an error and applicants will instead respond to Question 6.4c.

**Q3. With regard to question 6.4d: What does OMH consider the time period to be responsive to "recent?"**

A3. Most recent monitoring reports shall be uploaded.

**Q4. With regard to question 6.4d: If an applicant serves multiple counties, should its response to question 6.4d only be responsive with monitoring reports for mental health services programs that are operated within the proposed county?**

A4. The agency should provide monitoring reports for any mental health services programs it operates within the proposed county. If the agency does not operate mental health services programs in the proposed county, it can provide *most recent* monitoring reports for any mental health service programs regardless of location.

**Q5. With regard to question 6.4d: If an applicant operates dozens of distinct mental health programs within its portfolio, how many "monitoring reports for any mental health services program the agency operates" would be considered responsive?**

A5. For applicants responding to question 6.4d, submitting the most recent monitoring report for mental health services programs they operate would be sufficient.

**Q6. Is a letter of support from the LGU for the proposed county required?**

A6. No. A letter of support will not be considered in the scoring for the RFP review process.

**Q7. May an applicant submit a letter of support from the LGU/SPOA in support of Question 6.2a?**

A7. A letter cannot be uploaded in support of Question 6.2a.

**Q8. Our organization is pre-qualified in the grants gateway as a not for profit 501c(6) company. We are interested in applying for the recently released ACT Teams grant for the rest of state. Can you please confirm that we would be eligible to apply since we are a 501c(6) and not 501c(3)?**

A8. Only not-for-profit agencies with 501(c) (3) incorporation are eligible to apply for this RFP.

**Q9. Since there is only one team being funded across of Central New York, is it possible for an agency to work in multiple counties or is the program confined to one county?**

A9. Applicants may consider the option to, in addition to the listed county for which the ACT team is being proposed, extend ACT services to parts of surrounding counties. For this to happen, the applicant must first communicate with the Local Government Unit (LGU) in the surrounding counties to ensure collaboration and ability to receive referrals through their SPOA.

**Q10. Many of the proposed counties, particularly in the Western region, are rural counties with smaller populations. In the event an awardee cannot fill a 36-slot team within its first year of operation due to too few eligible referrals, may OMH take steps to reduce the slots (and therefore the staffing pattern via waiver)?**

A10. This RFP is only for a size-36 Rural ACT team.

**Q11. Section 4.3.1. of the RFP, in part, reads: "Applicants may consider the option to, in addition to the listed county for which the ACT team is being proposed, extend ACT services to parts of surrounding counties. For this to happen, the applicant must first communicate with the Local Government Unit (LGU) in the surrounding counties to ensure collaboration and ability to receive referrals through their SPOA."**

a. May an applicant propose to serve the entirety of two contiguous counties?

**b. If an applicant is proposing to serve "parts of surrounding counties," must the applicant identify the parts (for example, the towns) of the surrounding county(ies) within its proposal?**

A11. If an applicant proposes to serve the entirety of two counties with one team, the applicant should list both counties in the proposal. Applicants should verify with both LGUs the plan and describe how they will serve both counties. If an applicant is submitting a proposal for more than one team, they must submit a separate proposal for each Team/County.

An applicant proposing to serve "parts of surrounding counties" can submit one proposal that must identify which parts in the surrounding county the team will serve. The agency is responsible for ensuring the ability to provide ACT services to any areas included in proposal and should verify the plan with LGUs.

**Q12. Per the RFP and 2023 ACT Guidelines, why is less NPP time required (.48 FTE) by a 48-slot team than by a 36-slot team (.70 FTE), as required in the present RFP?**

A12. This is an error in the ACT Guidelines, which will be corrected. Section 5.7.1 "Staffing Requirements for ACT" should say a 48-slot team requires 0.70 FTE Nurse Practitioner of Psychiatry time.

**Q13. Section 6 of the RFP reads, "Agencies should use only the space available in Grants Gateway." If an agency's response to a question exceeds 4,000 characters, may the agency attach a response or must all responses be limited to 4,000 characters?**

A13. No attachments can be submitted (with the exception of responding to Question 6.4d). All responses must be within the 4,000-character space provided.

**Q14. On page 16, it states that two (2) 36 capacity adult ACT teams will be awarded to counties in the OMH Western Region that do not currently have an existing ACT team. However, the RFP identifies counties that are currently served by Elmira Psychiatric Center's (EPC) ACT program, i.e., Schuyler, Seneca, Steuben, Tioga and Yates. Are proposals submitted for these five (5) counties eligible for an award?**

A14. Awards will not be made in counties fully covered by EPC ACT programs, i.e., Schuyler, Seneca and Yates. Proposals for Steuben and Tioga Counties may be considered as the EPC ACT program does not fully cover the geographic areas of Steuben County or Tioga County.

**Q15: The RFP says that the admin % of the budget can be no more than 10% but the budget document says admin can be no more than 15%. Which is correct?**

A15: The template allows for the applicant to enter their own % for this RFP the admin % should be no more than 10%.