

KATHY HOCHUL
Governor

ANN MARIE T. SULLIVAN, M.D.
Commissioner

MOIRA TASHJIAN, MPA
Executive Deputy Commissioner

October 29, 2021

Steve Giordano PhD
Director
Albany County Mental Health
175 Green St
Albany, NY 12202

Re: Office of Mental Health Workforce Grant Allocation -- Contract

Dear Steve Giordano PhD:

Congratulations on your **Office of Mental Health (OMH) Workforce Grant** award. This letter is to advise you of the funding \$100,000.00 that has been allocated to your agency. Once your agency indicates acceptance of the allocation and accompanying terms and conditions, an OMH direct contract with the workforce allocation will be created and sent to your agency. More information on what is required is noted further below. OMH will assist in the preparation of any documents that will be required to facilitate contract execution and payment.

OMH is distributing over \$20M in Federal Supplemental Community Mental Health Services Block Grant funding to eligible providers proportionally based on reported workforce FTEs in eligible programs. Federal rules for the supplemental block grant funds prohibit the use of funds for residential programs, or programs serving clients that are not diagnosed with severe mental illness or serious emotional disturbance. Additionally, programs that are already receiving workforce enhancements through rate increases associated with EFMAP were excluded from allocations made with this pool of funding.

Eligible OMH entities include:

- OMH-licensed outpatient treatment programs⁸⁷
- OMH State Aid funded Non-Residential Community Support Programs serving persons with SMI/SED

Process/Next Steps

Review the attached documents which provide guidance on allowable uses of the funding as well as the federal tracking, attestation and reporting requirements associated with this grant

⁸⁷ Clinics required to comply with OMH regulations codified at 14 NYCRR § 599.15(k) are excluded.

award. After reviewing the attached information, the award should be accepted or rejected as indicated below:

Accept Award by December 31, 2021: To accept funds, the enclosed Federal Certification and Provider forms should be completed, signed, and submitted to the OMH electronically to: OMH.Workforce@omh.ny.gov as soon as possible but no later than December 31, 2021.

OR

Decline Award by December 31, 2021: To decline the award, an e-mail declining the award should be sent to: OMH.Workforce@omh.ny.gov as soon as possible but no later than December 31, 2021.

Failure to respond by December 31, 2021 will be considered a rejection of the award and no contract will be issued.

The following items are enclosed:

- Guidance Document on use of funds/eligible expenditures
- **Federal Certification Form – must be signed and returned before the contract will be issued. Signed form can be emailed to: OMH.Workforce@omh.ny.gov. Please title the email “Signed Federal Certification Forms”**
- **Provider Form – to be completed and returned with the Federal Certification Form**
- Attestation - — needs to be signed and returned no later than March 31, 2022.

After the final contract package, including all required documents, is executed, OMH will issue a contract payment. The payment schedule in the contract provides an initial 75% advance of the full award amount. **Please refer to both the guidance document and Federal Certification form provided for information on prohibited uses of these Federal funds.** Once a provider has spent the 75% advance, the provider must submit an expenditure report summarizing the expenditures to date and provide supporting documentation (e.g. payroll report showing pay differential, bonus incentives, etc.). Once OMH has reviewed and approved the expenditure summary and documentation provided, a payment for the remaining 25% of the allocation will be issued.

Providers must submit an end-of-grant report no later than December 31, 2022. Reports must include the following data, along with a narrative description on completed activities and achieved outcomes, noting both baseline and end-of-grant data, as applicable:

- Number of FTES receiving funding in each category and sub-category of allowable activities as well as total expenditures:
 - Recruitment & Retention Incentives (i.e Hazard pay, shift differential, longevity bonuses, vaccination incentive, sign-on bonuses, etc.)
 - Educational Reimbursement (i.e. tuition, exams, application fees, etc)

- Career Development and Training

Along with providing the end of grant- report, the final expenditure report with supporting documentation (e.g. canceled checks, EFT bank statements, payroll statements, payment confirmations etc.) for the remaining 25% of the award should also be submitted. The final report(s) should be remitted to the address indicated Appendix C-1 Payment and Reporting Schedule which will accompany the contract package. All funding in excess of expenditures will be recovered by OMH. For the Consolidated Fiscal Report (CFR), providers should report these revenues and expenses on schedule CFR-2, in Column 7 (Other Programs).

If you have any questions regarding your funding authorization, please contact April Wojtkiewicz at april.wojtkiewicz@omh.ny.gov. For questions regarding the preparation of your claiming documents, please contact me at thomas.oconnor@omh.ny.gov.

Sincerely,


Thomas O'Connor, Director

Contracts & Claims Unit
Community Budget and Financial Management

Enc.

cc: Michael Fitzgerald