



**Department  
of Health**

**OFFICE OF PRIMARY CARE AND HEALTH SYSTEMS MANAGEMENT**

# Statewide Health Care Facility Transformation Program (SHCFTP)

## Request for Applications

---

August 8, 2016

---

# Key Dates

<b>Release Date:</b>	July 20, 2016
<b>Questions Due:</b>	August 10, 2016
<b>Questions, Answers and Updates Posted (on or about):</b>	August 17, 2016
<b>Applications Due:</b>	September 16, 2016 by 4 PM
<b>Estimated Contract Start Date:</b>	March 1, 2017

# Application

# Intent and Purpose

- Strengthen and protect the continued access to health care services.
- Facilitate the financial sustainability of these health care providers through mergers, consolidation and restructuring activities.

# Authority and Appropriation

- Public Health Law 2825-d: Statewide Health Care Facility Transformation Program
- A total of up to \$195 million is available to fund multiple awards
- A minimum of \$30 million is for community-based health care providers
  - If the aggregate amount of applications received is less than \$30 million, the differential amount will not be awarded under this RFA and will be reserved for a future RFA targeted exclusively at community-based providers.

# Eligible Applicants

- a) Be a legally existing organization and capable of entering into a binding Master Grant Contract (MGC) with DOH;

# Eligible Applicants

b) One of the following provider types:

- General Hospitals (PHL Article 28 license);
- Residential health care facilities (PHL Article 28 license); or
- Community-based provider, defined as:
  - Diagnostic and treatment centers (PHL Article 28 license);
  - Mental health clinics (MHL Article 31 certification or license);
  - Alcohol and substance abuse treatment clinics (MHL Article 32 certification or license);
  - Home care providers (PHL Article 36 certification or license);
  - Primary care providers.

# Eligible Applicants

And,

c) be deemed by the Commissioner to be a provider that fulfills or will fulfill (as evidenced by the application for this program) a health care need for acute inpatient, outpatient, primary, or residential health care services in a community.



# Project and the Plan

- A Project relates to the specific request for capital or non-capital funding.
- The Plan details the Applicant's overall approach to achieving financial sustainability and how it will strengthen and protect continued access to health care services in the Applicant's communities.

# Points of Emphasis

- In the Plan, Applicants should clearly and in as much detail as possible, describe their overall approach or vision for transformation.
  - Specify arrangements to merge, consolidate or restructure.
- The Project should identify how the Applicant's specific request for funding will help them achieve the Plan.
- The strength of an application is largely dependent on activities intended to make the provider financially sustainable.

# Eligible Expenses

Expenditures eligible for funding include primarily capital projects:

- The planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services;
- Construction costs;
- Renovation costs;
- Asset acquisitions;
- Equipment costs; and
- Consultant fees and other expenditures associated with the preparation of Certificate of Need (CON) applications required for the proposed establishment action, construction activity or service expansion (so long as the costs are incurred in connection with original construction and not an ownership transfer).

# Eligible Expenses

Non-capital projects or purposes that may be eligible for funding to the extent that funds are available pursuant to Section 1 of Part F of the Laws of 2016, include:

- Debt restructuring including costs to reduce, retire or refinance long-term liabilities such as mortgage or bank loans and other liabilities, payments of debt service, and costs for restructuring including professional fees, penalties, and interest;
- General operating expenses directly connected to the Eligible Project for which funding is being sought under this RFA; and
- Non-capital expenses other than those identified as “Excluded Expenses”

# Excluded Expenses

Excluded Expenses are general operating expenses, including but not limited to:

- Personnel costs;
- Supplies and other routine non-personal services costs applicable to day-to-day operations;
- Utilities; and
- Operating lease payments.

# Separate Capital and Non-capital Applications and Priority Rank

- Separate applications must be submitted for non-capital projects or purposes
  - A separate application for non-capital is required even if it is part of the same overall transformation plan for which an application for a capital project(s) is being submitted.
- If an Eligible Applicant submits multiple applications for funding, the Eligible Applicant should assign a priority to each application where indicated in the application.
  - For example, if 3 applications are submitted, rank in order of priority, that is 1, 2, and 3, the applications.

# Review and Award Process

# Grant Award Determinations

- Based on an evaluation of the technical and financial components, and consideration of any information obtained by the Department from other sources.
- Applications will be assigned to the following tiers: “Good” “Acceptable”, or “Poor”.
- Awards will be made first to applications ranked as “Good”, then “Acceptable”, then “Poor”.



# Grant Award Determinations

- If funds are not sufficient to support all applications in a tier, DOH will select applications from within that tier by considering:
  - Applications that will help achieve a geographic distribution of funds; or
  - Applications that provide the greatest impact on the financial sustainability of the Eligible Applicant relative to the amount of the grant requested; or
  - Applications that, based on the Department's knowledge of community needs, will fulfill the program goals, or preserve essential healthcare services in a community in a manner that is superior to other applications in the same tier.

## Priority Consideration

In addition, if applications within the lowest tier eligible for funding are determined to be largely equal based on the criteria used in making grant award determinations, priority consideration will be given to projects that were not funded in whole or part, in response to the following RFAs:

- Capital Restructuring Financing Program (RFA #1504100252), or
- Essential Health Care Provider Support Program (RFA #151016080 and RFA #1510190320)

The project(s) submitted under this RFA need to be substantially the same as the project(s) submitted under CRFP or the EHCPSP.



# Key Considerations

- These awards are discretionary and cannot be appealed.
- Applicants are advised to put forward their best efforts in thoroughly completing and fulfilling all requirements of the RFA.

# Administrative Requirements

# Letter of Interest

- **Optional** – not a requirement to submit an application
- Letter of Interest template provided
- Submission:
  - Submit via the Grants Gateway in the Pre-Submission Uploads section of the online application.
  - E-mail a copy to:  
[healthcarefacilitytransformation@health.ny.gov](mailto:healthcarefacilitytransformation@health.ny.gov).
  - Include the RFA number and organization name in the subject line.

# Grants Gateway

- All applications must be submitted online via the Grants Gateway
- Applications will not be accepted via e-mail, hard copy or other means
- Applications are due **September 16, 2016**  
**by 4 PM EST**

# Not-for-Profit Applicants – Registration and Prequalification

- Not-for-profit applicants must Register and be Prequalified in Grants Gateway by the application due date.
- Applicants that are not Registered and Prequalified in Grants Gateway by the application due date cannot be evaluated. Such applications will be disqualified from further consideration.

# Grants Gateway Roles

- Grantee Delegated Administrator (mandatory role)
  - Responsible for the document vault and prequalification process
  - Can issue new accounts for others in the organization
- Grantee
  - Can initiate and complete application but can NOT submit the application
- Grantee Contract Signatory OR Grantee System Administrator (mandatory role)
  - Can initiate, complete, and submit the application
- Refer to the “Grantee User Guide” for comprehensive information about roles



## Due Dates

- Applications must be submitted in Grants Gateway by September 16, 2016 at 4 PM EST or the application will be disqualified from further consideration.
- Applicants are strongly encouraged to submit their applications at least 48 hours before they are due.

# Grants Gateway Assistance

- Refer to the Grantee Quick Start Guide for assistance in applying. The guide is on the Grants Reform website: <http://grantsreform.ny.gov/grantees>
  - More detailed “Grantee User Guide” also available at this website.
- Training webinars are provided by the Grants Reform Team. Dates and times for webinar instruction can be located at the following web address: <http://grantsreform.ny.gov/training-calendar>.
- See RFA Section IV. Administrative Requirements, E. “How to File an Application” for additional guidance.

# Grants Gateway Assistance

- Grants Reform Videos:

<http://grantsreform.ny.gov/youtube>

- Grants Reform Team

Email: [Grantsreform@its.ny.gov](mailto:Grantsreform@its.ny.gov)

Phone: 518-474-5595

Hours: Monday thru Friday 8am to 4:30pm

(Application Completion, Policy, and Registration questions)

## Grants Gateway FAQs

Q: Our organization is unable to apply. The only option available is to “View the Opportunity.” We do not have the “Apply for Grant Opportunity” button. Please advise.

A: In order to apply for the grant opportunity, a user must first be **registered and logged in** to the Grants Gateway as a Grantee, Grantee Contract Signatory, or Grantee System Administrator. Once logged in, the user should click on the “View Available Opportunities” button available on their home screen and search for the Grant Opportunity by name. On the Opportunity Funding Profile page, click on “Apply for Grant Opportunity” to begin the application.



# Grants Gateway FAQs

**Q:** Where can I find the template for the letter of intent for the Statewide Health Care Facility Transformation Program?

**A:** Attachments 1 through 5, including Attachment 1: Letter of Intent Template, are located in the Pre-Submission Uploads section of the Grant Opportunity in the Grants Gateway.

# General Questions and Answers

# Applicant Webinar

Q: Applicant Webinar – will the webinar be recorded and available after?

# Award Amounts

Q: Is there a limit on how much an applicant can request under this RFA?

Q: Is there a minimum or maximum award per facility and/or application?



# Capital versus Non-capital Priority

Q: Will capital projects be prioritized over non-capital projects?

## Contract Date

Q: There is no mention in the RFA of a required timeline for expenses to be incurred after the submission of the application, or the award of funds.

# Eligible Applicants

Q: Is this only for not-for-profits, or can proprietary providers apply also?

Q: Can a County operated Article 31 facility apply?

Q: Does the RFA apply to individual primary care provider or group primary care provider practices?

Q: Do Assisted Living and Enriched Housing Providers qualify to apply for the grant?

Q: Would the State consider adding Article 16s (providers of mental health services to individuals with intellectual and developmental disabilities) to the list of eligible applicants?

## Eligible Expenses

Q: Our organization is a federally qualified health center network. We are interested in applying to this RFA to establish new school-based health centers in areas of high need. Could you clarify whether capital /operating expenditures associated with school-based health centers would be eligible?

Q: Would it be permissible to utilize these funds to:

- Purchase a mobile clinic to provide primary care?
- Purchase equipment for an immediate care center to provide increased hours of operation?
- Pay for staffing for a primary care office?
- Purchase another primary care provider?
- Pay for a new EMR, which would allow for greater care coordination?

## Eligible Expenses

Q: A project we are working on would entail working with a contractor to purchase and construct a new facility for one of our service lines. We would then lease and outfit the building. Would the construction and/or equipment costs be eligible expenses?

Q: Can we be reimbursed for eligible expenses related to the purpose of this RFA incurred in the last 12 months, for projects that have been fully or partially completed?

## Eligible Projects

Q: If a project is multi-phased, can an applicant apply for a distinct aspect or phase of a larger project and remain an eligible applicant for this RFA?

Q: Are multi-phase projects, which the early phases of a capital project may have already initiated, eligible for this RFA?

Q: Would a project be disallowed due to it already having CON approval from DOH? We just broke ground on our transformation project for our nursing home(83 million) , and it has a 3 year construction schedule.



## Eligible Projects

Q: Do proposed projects have to be associated with a merger, consolidation or significant corporate restructuring activity (that is part of an overall transformation plan intended to create a financially sustainable system of care)? The CRFP funding opportunity did not have this particular requirement.

# Match Requirements

Q: Is a match required? If no match is required, will an applicant be looked upon favorably if they demonstrate a local match contribution?



# Number of Applications or Projects

Q: Pg 5, Section III – Can you further elaborate on guidance to use for determining when to submit multiple capital applications vs. just one, if they all relate to the same transformational project?

# Other Funding Opportunities

Q: Has the Kings County Health Care Transformation Program RFA been issued? If not, when is this RFA scheduled to be issued? Will they have concurrent deadlines?

# Other Funding Opportunities

Q: We are an Article-28 provider in Brooklyn seeking clarification on the multiple capital project funding streams and award limitations. Per the Statewide Health Care Facility Transformation Program (SHCFTP) RFA, it is our understanding that individual projects will not be eligible for awards under both the SHCFTP RFA and the Kings County Health Care Transformation Program (PHL §2825-a). We are not aware of any RFA or application for the Kings County Health Care Transformation Program Section 2825-a funding nor any notices of award. If we do submit an application to SHCFTP, would the project(s) then be precluded from submitting an application to or receiving an award in the future through Section 2825-a funding?

# The Plan

Q: In regards to “the Plan” on page 3 of the RFA, what do you mean by “plan”? Does the plan have to be a written document, such as a capital budget plan for the facility?

# Priority Consideration

Q: Page 3 states that Priority will be given to projects not funded in whole or part, in response to three previous RFA's. If an applicant did not apply to any of these RFA's, is it worthwhile to apply here? i.e. How much of a priority is given to those who previously applied?

# Posting of Questions and Answers

Q: Where are the responses to questions posted?

**Questions?**

---

[healthcarefacilitytransformation@health.ny.gov](mailto:healthcarefacilitytransformation@health.ny.gov)