



## **2022 Competitive Request for Grant Applications (RFGA)**

### **Children's Psychiatric Residential Treatment Facilities**

## **APPLICATION NOTICE**

### **1. OVERVIEW**

The Oregon Health Authority (OHA) Health Systems Division (HSD) is pleased to announce this solicitation of Applications for funding of children's Psychiatric Residential Treatment Facilities (PRTF). The intention is expansion and development of new capacity.

The Health Systems Division (HSD) collected data in 2019 that indicated the children's behavioral health system, which serves children ages 5 - 17, had a need for increased capacity in the number of beds in residential treatment. The 2020 COVID pandemic increased strain on an already inadequate number of treatment beds in the Psychiatric Residential Treatment Facility capacity for Oregon's children.

The not-to-exceed amount that OHA HSD may award under this solicitation posted on July 26, 2022, is \$6 million.

Application may be made for funding to support Psychiatric Residential Treatment Facility development projects and start-up expenses for such facilities through this Request for Grant Applications.

This Application Notice provides information on how an Application can be made for OHA HSD funding. Funds may be used for the purchase of an existing property, renovation of an existing property, or construction of a new property. The funding for such property development projects will take the form of a Grant Agreement and will require a Declaration of Restrictive Covenants if over the

dollar threshold. Start-up expenses will also be offered in the form of a Grant Agreement. Start-up costs may include furnishings and equipment for common areas, offices, kitchens, and resident rooms; vehicle purchase(s); operational costs including insurance and utilities for up to two months; and minor repairs and renovations. Also eligible for grant funding are costs related to staff recruitment, training, and salaries for on-site staff for the first two months of operation.

## **2. ELIMINATION OF HEALTH INEQUITIES GOAL AND APPLICATION ALIGNMENT REQUIREMENT**

OHA is a state governmental agency with a single overarching strategic goal: to eliminate health inequities in Oregon by 2030. OHA's Health Equity Definition is as follows:

*Oregon will have established a health system that creates health equity when all people can reach their full health potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances.*

*Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to:*

- *Address the equitable distribution or redistribution of resources and power; and*
- *Recognize, reconcile, and rectify historical and contemporary injustices.*

Please be sure your Application is aligned with OHA's strategic goal and health equity definition when completing this Application.

## **3. BACKGROUND INFORMATION**

In partnership with communities, OHA is transforming Oregon's behavioral health system. With the help and support of this partnership, we will eliminate health inequities by 2030. Governor Brown and the Legislature have taken action to support this work. In 2021, the Governor's budget included \$7.525 million to support investment in services for Oregon's children experiencing intensive behavioral health crisis and treatment needs.

There is a significant need for expanded capacity of person-centered, community-connected intensive behavioral health care for children experiencing a need for psychiatric residential treatment intervention in Oregon. Children experiencing mental and behavioral health needs experience delays in accessing all levels of care, and some cases, Oregon's system does not have capacity available to provide residential treatment to accommodate them.

#### **4. APPLICATION MATERIALS**

Application materials can be found at the OHA HSD Social Determinants of Health (SDOH) website:

<https://www.oregon.gov/oha/HSD/AMH/Pages/SDOH.aspx>

Materials on the website include the Application documents, announcements, technical advisories, any Addendum and Questions/Answers (Q&As). Applicant is expected to complete the Application including Budget Forms using the required OHA HSD forms.

The OHA HSD contact for the application process is  
Felicia Fournier, Program Service Coordinator  
[felicia.fournier@dhsoha.state.or.us](mailto:felicia.fournier@dhsoha.state.or.us)

#### **5. APPLICATION DUE DATE**

Application materials must be submitted to OHA HSD no later than 11:59 pm on September 24, 2022. However, OHA may begin reviewing applications submitted and making awards on or after August 23, 2022

The completed Application Form, Budget Forms and any other required materials must be submitted as a single document in PDF format by email to

Felicia Fournier, Project Service Coordinator [felicia.fournier@dhsoha.state.or.us](mailto:felicia.fournier@dhsoha.state.or.us)

#### **6. APPLICATION WEBINAR**

OHA HSD will conduct one webinar for this solicitation. OHA HSD staff will present information on the application requirements and answer questions. All interested parties are invited to attend the webinar.

Information about the webinar including dates/times and how to access the  
2022 Solicitation of Applications

Children's Psychiatric Residential Treatment Facilities

(Approved by OR DOJ on July 25, 2022)

webinar will be found at the OHA HSD Social Determinants of Health (SDOH) website: <https://www.oregon.gov/oha/HSD/AMH/Pages/SDOH.aspx>

The website will include information on accommodations available for individuals with disabilities or individuals who speak a language other than English and how to request that accommodation.

Copies of the webinar materials will be posted on the Application website following the webinar.

## **7. CHANGES/MODIFICATION AND CLARIFICATIONS**

When appropriate, OHA will issue revisions, substitutions, or clarifications as addenda to this RFGA. Changes and modifications to the solicitation shall be recognized only if in the form of written addenda issued by OHA and posted at the OHA HSD Social Determinants of Health (SDOH) website:

<https://www.oregon.gov/oha/HSD/AMH/Pages/SDOH.aspx>

## **8. RESERVATION OF OHA RIGHTS**

OHA reserves all rights regarding this solicitation including, without limitation, the right to:

- a. Amend or cancel this solicitation without liability if it is in the best interest of the OHA to do so;
- b. Waive any minor informality or non-conformance with the provisions or procedures of this solicitation;
- c. Seek clarification of any Application;
- d. Negotiate the requirements described in this solicitation;
- e. Amend or extend the term of any Agreement that is issued as a result of this solicitation;
- f. Engage Applicants by selection or procurement for different or additional Projects independent of this solicitation process and any agreements entered into pursuant hereto; and
- g. Reject any Application upon finding that, to accept the Application may impair the integrity of the solicitation process or that rejecting

the Application is in the best interest of OHA.

## **9. EQUITY AND INCLUSION**

Any Applicant funded through this application process must provide or ensure that trauma-informed services provided in the residential treatment facilities are non-judgmental, non-stigmatizing, and non-coercive. Standards must be created for initial engagement that start with an unconditional positive regard for every person.

Applicants must consider how housing efforts and services will not disadvantage people by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class intersections among these communities or identities, or other socially determined circumstances.

OHA HSD requires funded projects to provide effective, equitable, understandable, and respectful quality care and services that are responsive to the following: diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs. Each Facility should ensure culturally responsive and linguistically appropriate services are provided by skilled staff. Additionally, the project should also ensure that staff working in the Facility receive training and support to design and deliver such services to the diverse target populations.

Applicants must work with diverse communities to eliminate health gaps and promote optimal health in Oregon through collaboration and connection with people.

## **10. NON-DISCRIMINATION, FAIR HOUSING AND ACCESSIBILITY REQUIREMENTS**

Under federal, state, and local fair housing laws, housing providers must not unlawfully discriminate based on race, color, sex or sexual orientation, religion, creed, national origin, age, familial status, marital status, source of income, or disability that qualifies the individual for occupancy in the proposed Facility. Applicant must certify that they will not unlawfully discriminate in service delivery

or providing housing. A form for certification of non-discrimination is included in the Application Form.

## **11. APPLICANT ELIGIBILITY**

Applicants must have the experience, skills, and resources to develop, operate, and provide services at the Facility as proposed. Applicants may contract for professional services to increase the capacity and contract with other entities for additional funding. Applicants must secure all licenses, certifications, and any other pertinent designation as may be required to develop and operate the Facility.

To submit an Application, Applicants must be registered as a business with the Oregon Secretary of State. Applicants may be a sole proprietor, corporation, or limited liability corporation. Applicants who are sovereign Tribal governments or agents of that Tribe are not required to be registered with the Secretary of State.

## **12. ELIGIBLE ACTIVITIES FOR FUNDING**

### **a. Psychiatric Residential Treatment Facility (PRTF) Development Projects**

The proposed Facility must be designed to best fit the needs to the intended residents. The Facility shall include trauma informed design with a goal of establishing a safe and therapeutic environment for developmentally appropriate psychiatric treatment. Best practices in the new construction or renovation of a building must promote safety and wellness for all.

Development Projects are real property projects that include:

- Construction of a new structure, including land purchase; or
- Purchase of an existing structure and renovation costs of that structure; or
- Renovation costs of a structure owned by Applicant if the renovation results in an increase in bed capacity.

Eligible development activities may include payments for land acquisition, construction costs, architect and engineer fees, development consultant fees, surveying, environmental testing, insurance, permit and SDC fees, title and

2022 Solicitation of Applications

Children's Psychiatric Residential Treatment Facilities

(Approved by OR DOJ on July 25, 2022)

closing costs, and the cost of an appraisal. Development funds cannot be used for funding of development project reserves, general administrative costs or overhead of the provider, ongoing operations costs of the Facility, or costs eligible for start-Up Cost grants (described below).

Award totals of \$750,000 or more will require compliance with State Prevailing Wage Rate requirements unless the Awardee can secure a Bureau of Labor and Industries determination of exemption.

Development project awards in excess of \$100,000 will require Applicant to enter into a recorded Declaration of Restrictive Covenants to secure the interest of OHA's investment in the property. This is explained below.

The licensed Facility must meet all standards for PRTF certification and a Child Caring Agency (CCA) license must be secured prior to operation. Information about OHA HSD licensing and certification requirements for Child and Adolescent Programs can be found at: <https://www.oregon.gov/oha/HSD/AMH-LC/Pages/Youth.aspx>

Applicants shall comply with legal requirements, licensing, and certification requirements. These include:

- (1) Licensing as a Child Caring Agency for Facility, per the DHS Child Caring Agency License as described in OAR 413-215-0000 through 413-215-0136 and OAR 413-215-0501 through 413-215-0586;
- (2) Licensing to provide services at Facility, per OHA provider licensing as described in OAR 309-022-0000 through 309-022-0230; and
- (3) Establishment of all necessary licenses and certifications to serve children in the Facility.

To be considered for funding, a proposed Facility must also meet the physical accessibility requirements found in Chapter 11 of the Oregon Structural Specialty Codes which can be found at:

<https://codes.iccsafe.org/content/OSSC2019P1/chapter-11-accessibility>

This includes requirements for public accommodations as defined in the Americans with Disabilities Act (ADA) and for multi-family dwellings as defined in the Fair Housing Act as amended in 1988, and as provided in state law, including OAR 309-035-0140.

**b. Psychiatric Residential Treatment Facility (PRTF) Start-Up Expenses**

Applicants may apply for grant funds under this RFGA to cover reasonable start-up costs directly related to a PRTF.

Eligible start-up costs include furnishings and equipment for common areas, offices, kitchens, and resident rooms; vehicle purchase(s); operational costs including insurance and utilities for up to two months; and repairs and renovations not in excess of \$10,000 (if over \$10,000, the request should be included in the Development Project part of this RFGA and not Start-Up Expenses). Also eligible for funding are costs related to staff recruitment, training, and salaries for on-site staff for the first two months of operation.

**13. APPLICATION REVIEW PROCESS**

Each Application submitted and determined to be complete will be scored by a review team appointed by HSD. Applications will be ranked by score with the highest scoring applications awarded funds and based on the amount of funding available. There are a total of 400 possible points.

When the review and scoring process is complete, Applicants will receive notification of funding determination. Successful Applicants (“Awardee”) will receive a Conditional Award Letter that will include the amount of the award for a Real Property Development Project and for Start Up Costs and any additional instructions of next steps.

The Letter may also require Applicant to respond to questions or provide additional information as a condition of the award.

Applicants who do not agree with funding decisions may contact the HSD Housing Development Coordinator. If the issue is not resolved, Applicants may



submit a request for appeal of the decision to the HSD Director or designee as follows:

- a. The Applicant requesting an appeal shall submit a written request to the Director or designee within seven business days after receiving the written funding decision.
- b. The Director or designee shall approve or deny the request for an appeal and shall notify the Applicant in writing of the decision to approve or deny the requested appeal within 15 days of receipt of the appeal.
- c. The decision to grant the appeal in favor of the Applicant for one request does not set a precedent that must be followed by HSD when evaluating subsequent requests for appeal.

#### **14. AVAILABILITY OF FUNDS; SECURITY AND REPAYMENT**

Applicants who receive a Conditional Award Letter (Awardee) should not expect to draw award funds until all documents and information required in the Conditional Award Letter have been submitted and are deemed satisfactory by OHA HSD.

In addition, Award funds for Development Projects and Start-Up Expenses will only be released after Awardee has signed the Grant Agreement and Declaration of Restrictive Covenants, if applicable, and the conditions of both the Conditional Award Letter and the Agreement have been satisfied.

##### **a. Psychiatric Residential Treatment Facility (PRTF) Development Project Funding**

To secure the award of funds for a Development Project, an Awardee shall enter into a Grant Agreement and Declaration of Restrictive Covenants with OHA HSD. The Grant Agreement and Declaration of Restrictive Covenants shall be recorded against the property. The grant agreement will outline the OHA HSD financing requirements. All agreements will be structured with use restrictions that run with the property and contract claw back provisions that may require repayment of grant funds in the event that the Development Project is not in compliance with the agreement. Except in the event of a default of the grant agreement, termination or amendment of the agreement, the project must meet the compliance requirements for 20 years to not require repayment of the

award assistance, and these compliance requirements will be terms of the Grant Agreement and Declaration of Restrictive Covenants. For example, if the project remains in compliance for only 10 years, the Awardee may be required to repay at least half of the grant award.

The grant will be disbursed to Awardee on an expense reimbursement or costs incurred basis for release of funds upon written approval by OHA. The Awardee must submit each disbursement request for the Financing Proceeds on an OHA-provided disbursement request form. Rather than a direct award to an Awardee, Awards may be required to be disbursed through a title company escrow account. It is the responsibility of the Awardee to pay recording and escrow fees and other charges associated with the transaction.

The equity value on the subject property, as developed, must support OHA HSD's secured lien position in the property if required by OHA HSD and all other secured liens filed against the property. HSD may require an appraisal of the project property prepared by an appraiser licensed by the State of Oregon.

During the term of the agreement, the Awardee has the option to transfer ownership. However, the new owner must be approved in writing by HSD prior to the transfer of title to the property and transferee will be expected to legally continue the obligations of the agreement.

All requirements for both the Awardee and OHA HSD will be detailed in the Grant Agreement and Declaration of Restrictive Covenants and other legal documents that may be required by OHA HSD to secure the State of Oregon's interest in the property.

OHA HSD requires Awardees to submit all documents on time and that those documents be complete and accurate. OHA HSD may withhold the release of funds until any documents requested by OHA HSD are received and approved by OHA HSD.

If the demand for residential placements for individuals in the target population decreases, or there are systemic changes that affect the provision of service, the Awardee or representative must contact the OHA HSD Housing Investment

Coordinator and the Child and Family Behavioral Health Intensive Services Coordinator to discuss alternatives and the occupancy requirements of the Agreement or Declaration may be amended.

#### **b. Psychiatric Residential Treatment Facility (PRTF) Start-Up Expenses Funding**

An award for Start-Up Expenses funding will be made as a direct grant to the Awardee. The full amount of the grant will be disbursed to Awardee upon execution of the HDPA.

Awardee will provide a monthly report to the OHA HSD Housing Investment Coordinator of Start-Up Expenses paid with these funds including documentation of any expense as requested. OHA HSD will review and must approve such reports. Awardee must use funds only for authorized purposes and must expend funds by the agreement deadlines; unexpended or mis-expended fund must be returned to OHA HSD.

### **15. COMPLIANCE MONITORING**

Awardees are required to prepare and submit written monthly reports during construction or acquisition/development phases that includes providing any updates to the Proposed Project Schedule, Project Development Budget, Start-Up Budget and other documentation that OHA HSD may reasonably require. For completed projects, Awardees must submit written quarterly reports to satisfy OHA HSD requirements of the continued use of the licensed facility for the agreed purpose as defined in the Grant Agreement and Declaration of Restrictive Covenants.

### **16. READINESS TO PROCEED**

It is crucial that the development of new residential facilities serving individuals assigned to a licensed level of residential care be expedited. HSD expects that a residential facility project is planned out at the time of application and ready to proceed with development components upon notification of funding.

OHA HSD funds must be expended on or before **May 31, 2023**. Projects that have not made sufficient progress in line with their approved Proposed Project

2022 Solicitation of Applications

Children's Psychiatric Residential Treatment Facilities

(Approved by OR DOJ on July 25, 2022)

Schedule may have their funding commitment withdrawn. OHA HSD will review progress through required monthly reporting.

## **APPLICATION SUBMITTAL AND REVIEW PROCESS**

Applications will be reviewed to determine if an Application is complete. If it is not complete, it will be returned to the person or organization who submitted it with an explanation of why the Application is not complete.

### **REQUIRED DOCUMENTATION FOR ALL APPLICATIONS**

- a. **Applicant's Designation of Confidential Materials** (Included in Application Form). Applicant must identify materials exempt from public disclosure and fill out the form. If no materials qualify, please insert "NA" on the form.
- b. **Authorization to Apply** (Included in Application Form). Authorized person(s) must have signed the Authorization to Apply on page 5 of the Application Form and supplied all required information and documentation with the Application. (See details below.)
- c. **Compliance Period & Securing of State Investment Acknowledgement** (Included in Application Form). Authorized person(s) must sign the Acknowledgement on page 6 of the Application Form that provides the following:
  - (1) Acknowledgement by Applicant of their commitment to provide services for the Compliance Period of not less than 20 years.
  - (2) Acknowledgement by Applicant of their understanding of the requirement of the execution of a Grant Agreement and Declaration of Restrictive Covenants which shall be recorded on the property as security of the OHA HSD funding award.
- d. **Non-Discrimination Certification** (Included in Application Form). Authorized persons(s) must certify by signing the Non-Discrimination Certification on page 7 of the Application Form that all eligible individuals shall be considered for residency and services without regard to race, color, sex or sex orientation, religion, creed, national origin, age, familial status, marital status, source of income, or disability.

- e. **Project Budget Documentation** (see below). Applicant must complete the required budget documentation.

### **Authorization to Apply Requirements**

Each Application submitted must include the following information in addition to the narrative responses required in the Application Form:

#### **Project Authorization.**

- (1) Sole proprietor ownership entity. Complete and submit “Certificate of Authority (Sole Proprietor)” with your Application materials. A copy of the form can be found on the OHA HSD Social Determinants of Health website <https://www.oregon.gov/oha/HSD/AMH/Pages/SDOH.aspx>
- (2) All Applicants except sole proprietors (see above) must provide a Resolution confirming Applicant is authorized to apply for funds to support the proposed project by the ownership entity at the time of application.

Resolution must include language that addresses:

- (a) Authorization for the Applicant to apply to OHA HSD.
- (b) Authorization for the development of the project, including a brief description of the project and the county it will be located in.
- (c) Authorization for the amount of funds requested in the Application.
- (d) Authorization to execute any other documents that may be required to secure the award of funds, including Grant Agreement and Declaration of Restrictive Covenants.
- (e) Legal name of the authorized signer(s) for the Application and award documents.

## **Form of Resolution**

Corporation: Resolution, signed by the authorized Board officer(s), authorizing the solicitation and receipt of the award for the specific proposal. The Resolution must state which officer(s) are authorized to sign the Application and legal documents on behalf of the corporation.

Limited Liability Company (LLC): Resolution or Certificate as to Members, signed by all Members, authorizing the solicitation and receipt of the award for the specified proposal. The Resolution must state what Member(s) are authorized to sign the Application and legal documents on behalf of the company.

Partnership: Resolution, signed by all partners at the time of application, authorizing the solicitation and receipt of the award for the specified proposal. Resolution must state which Partner(s) are authorized to sign the Application and legal documents on behalf of the partnership.

One of Nine Federally Recognized Tribes of Oregon: Resolution adopted by the authorized Tribal government officials, authorizing the solicitation and receipt of the award for the specified proposal. The Resolution must state which official(s) are authorized to sign the Application and legal documents on behalf of the Tribe.

Please note: If a resolution designates more than one signer:

- If the Resolution designates Board Member A **and** Board Member B as signers, both board members must sign all documents including the Application.
- If the Resolution designates Board Member A **or** Board Member B as signers, either board member may sign documents including the Application.

## **Required Project Budget Documentation**

Applicant must complete the Excel form for each of the applicable proposed project budgets below. The forms for each are Attachment A and Attachment B located in the Application Form (as separate excel forms).

### Development Project Sources and Uses (Attachment A)

Costs of new construction or acquisition of existing structure. Acquisition may include repairs/renovations.

The development budget shall describe all sources of funds required to complete the development or the proposed licensed facility and all uses of funds for construction of the proposed facility or purchase of an existing facility. Budget shall also include the use of funds for renovations of a facility either purchased or already owned by Applicant.

### Start-Up Costs (Attachment A)

Eligible expenses for Start-Up Funds are initial costs to furnish and equip the facility including common areas, offices, kitchens and resident rooms with furniture, appliances, cleaning and cooking supplies, etc.; vehicle purchase(s); operational costs including insurance and utilities for up to two months; and minor repairs or renovations. Also eligible are up to two months of personnel costs related to staff recruitment, training and salaries for on-site staff.

### Operating Income and Expenses Budget (Attachment B)

Annual operating budget for all anticipated income and expenses including staffing (hiring, payroll, training, and supervision costs), maintenance, utilities, supplies, food, and mortgage expense for the first 12 months of operation.

## **OHA HSD CONFIRMATIONS**

OHA HSD staff will confirm these items:

1. Funding compliance. Applicants who have previously received funding from OHA HSD for any type of residential housing must:
  - a. Be in compliance with all funding program requirements;
  - b. Not have defaulted on any OHA HSD funding; and
  - c. Have no finding of non-compliance.

2022 Solicitation of Applications

Children's Psychiatric Residential Treatment Facilities

(Approved by OR DOJ on July 25, 2022)



2. Licensing and Certification Findings. Applicants who have a license with OHA HSD for another residential property must not have any findings as noted by OHA HSD Licensing and Certification that would call into question Applicant's ability to operate the proposed residence.
3. State Business Registration. Applicant must be registered with the Oregon Secretary of State prior to receiving a funding award.

If Applicant fails to meet any of these requirements, the Application will not be scored.

## APPLICATION REVIEW CRITERIA

Summarized below are the items for an Application to be determined complete.

All Applications	
1. Applicant's Designation of Confidential Materials	Required
2. Authorization to Apply	Required
3. Compliance Period & Securing of State Investment Acknowledgement	Required
4. Non-Discrimination Certification	Required
5. Project Budget Documentation	Required
6. OHA HSD Confirmations	Confirmed by HSD staff

## APPLICATION NARRATIVE QUESTIONS

This section of the Application Notice provides information on the Narrative Questions found in the Application Form.

It is important that Applicants consider in their responses how the proposed project will address the need to identify the target population and ensure it is inclusive of people from culturally and linguistically diverse communities. Also consider how outreach and services will not discriminate against race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class intersections among these communities or identities, or other socially determined circumstances.

The questions require responses from applicants regarding the Applicant and their proposed Children's Psychiatric Residential Treatment Facility Project. Projects will be scored on the capacity of the Applicant to undertake the development and operation of the proposed project.

### 1. Applicant Qualifications and Experience

- Applicants must describe their experience to develop homes or facilities for the target population. If Applicant does not have the requisite experience and skills needed to successfully develop the proposed project, explain how Applicant will access/secure those resources. This may be accomplished

2022 Solicitation of Applications  
Children's Psychiatric Residential Treatment Facilities  
(Approved by OR DOJ on July 25, 2022)

through partnerships, consultant services or other arrangement.

- Applicants must describe how the project proposed will provide robust intervention and coordination of care for children with intensive behavioral health needs.
- Project proposals should describe how the project will support children's ability to maintain safety in community, employment/school participation, and maintain satisfying family relationships, including engagement with pro-social peers.

## **2. Proposed Project Site**

- Applicants must describe the proposed site and how the site location will benefit the target population. If a site has not been identified, provide a description of the proposed area for siting and how that location will benefit the target population. (Sites in rural and underserved locations are eligible for additional points in scoring process.)

## **3. Development Process**

Applicant must present a proposed project schedule of development activities that includes the following:

- Description of how Applicant will manage the development process.
- List of development activities, either completed, underway or in the planning stage.
- Describe the anticipated length of time development of the property will entail from execution of OHA HSD Grant Agreement and Declaration of Restrictive Covenants through occupancy, including licensing.

## **4. Development Team**

Applicant must demonstrate capacity to undertake development of the proposed project through the experience and expertise of the Development Team.

Applicant must provide information on the team to ensure that the appropriate roles and responsibilities for the proposed project are complete including the ability to support the cultural and linguistic needs of the target population.

## **5. Finance & Budget**

Applicant must describe how the funding for development and operation will come together. Attachment A & B of the Attachments to the Application Form includes (Sources and Uses of Funds for Development; Development Project Costs; Start Up Costs, Projected Annual Operating Income and Expense Budget) shall be completed and attached to the Application upon submission.

- Applicants should describe need for HSD resources and, if appropriate, how those funds will leverage other funding sources.
- Applicants must provide information on sources for development funding planned for the development budget.
- Applicants must provide a projected annual operation budget to demonstrate feasibility.

### Please Note:

Start Up Funds are intended to be distributed as one-time funding and not a reoccurring disbursement.

Applicants receiving a Conditional Award of Funds will be required to provide copies of executed commitment letters and letters of interest for all funding sources or otherwise provide proof of the viability of a funding source included in the project budget.

## **6. Property & Project Management**

- Applicant must demonstrate the experience and ability to effectively manage the development project and then manage the property once operational, including the operation of residential treatment facility for the target population.
- Applicant must describe their project and property management experience of Applicant in the operation of residential treatment facilities for the target population. If Applicant is not experienced, please describe how you will procure an experienced management company or use of other partnerships or resources.

## **7. Children's Psychiatric Residential Treatment Facility**

- Applicant's project will support children and their families in optimal functioning and must include how Applicant's project will help children and families identify, stabilize, and increase protective factors.
- Applicant must ensure project is culturally responsive, trauma-informed, person-centered programming led by people with lived experiences of behavioral health needs as well as people disproportionately impacted by health inequities.
- Applicant's project will utilize resources to meet the needs of children, families, and staff in creating and maintaining a safe and healing environment.
- Applicant's project will integrate practices that will be supportive of healing environments. Project will demonstrate how the environmental concepts meet the physical needs of serving "high needs" children.