

**State of New York
Office of Mental Retardation and Developmental Disabilities**

**OPTIONS FOR PEOPLE THROUGH SERVICES (NYS OPTS)
APPLICATION FOR PILOT PARTICIPATION**

Provided is the five-part application form for providers to use to submit proposals for pilots associated with the Options for People Through Services (OPTS) initiative. The parts of the application are: Identifying Information, Executive Summary, Program Narrative, Evaluation, and Budget and Roster. In preparing the application, please include all pertinent explanatory data and exclude any extraneous information.

OPTS Proposals should be submitted through the OMRDD Secure Messaging Center to the following e-mail account: **OPTS.Questions@omr.state.ny.us**

The complete proposal will include:

- The Application, Parts I through IV submitted in the format provided in the attached with Part V being a completed Budget and Roster (EXCEL separately provided document) with instructions for completion provided in the attached, *please note "Additional Information Which May Need to be Provided" at the end of the budget instructions
- A cover letter (addressed to Eugenia Haneman, Interim Director, OPTS Administration Unit) signed by the Executive Director and a member of your governing body, and
- At least 2 signed Letters of Support.

Letters of Support may come from individuals, advocates, family members or others who participated in the planning of the proposal. Service Coordinators who also advocate for consumers may also submit letters of support.

For more information, please contact:

OPTS Administration Unit (518) 408-2744

Questions via E-Mail **OPTS.Questions@omr.state.ny.us**

Visit the OMRDD website at **www.nysopts.com** for OPTS information, including evaluation tips and a copy of the most current Budget and Roster.

Documents that require signatures should be scanned and then e-mailed.

The attached Application form must be used for all proposals submitted after November 1, 2006.