

African American Mental Health & Wellness Services Request for Grant Applications (RFGA)

PRE-BID MEETING



March 6, 2019 3:30 p.m.
Rosewood Zaragosa Neighborhood Center
2800 Webberville Rd.
Gymnasium
Austin, TX 78702

Welcome & Introductions

AUSTIN PUBLIC HEALTH

- ❖ Adrienne Sturup, Assistant Director of Health Equity & Community Engagement Division
- ❖ Vella Karman, Social Services Policy Unit Manager
- ❖ Laura Enderle, Social Services Policy Unit Planner

ORGANIZATIONS PRESENT

TODAY'S MEETING

- Sign-in sheet
- Comment cards
- ❖ Please hold all questions until the end of the presentation

Overview of Funding, Timeline & Requirements

\$500,000 total funding available for initial 12-month period

- Two 12-month extension options are available for a total Grant Agreement term of 36 months.
 - Contingent on Council approval of funding during future budget processes
- Anticipated grant agreements will be awarded to between two and six Applicants ranging from \$50,000 to \$250,000 each
- Community-based organizations including social services providers are eligible to apply

Overview of Funding, Timeline & Requirements

- Grant Agreements are expected to have a start date of July 1, 2019
- Administrative deliverables will be due for payment during the first 3 months (July – September)
 - 50% of annual budget payable to agency in first 3 months
 - Insurance is an eligible expense and will be required as a deliverable prior to service delivery to clients (see Section 0400)
- Program services will begin October 1, 2019 and continue through June 30, 2020

Overview of Funding, Timeline & Requirements

Applicants:

- May propose to expand existing services or implement new services
- May provide services as one agency or through a collaboration (one agency must be designated as the lead Applicant)
- Should have at least 2 years successful experience providing proposed services and/or working with proposed target population

Expertise including, but not limited to, implementing:

- Services in geographic areas of Austin with demonstrated need
- Programs designed with target population needs in mind: Culturally and linguistically appropriate, community-based programs
- Strategies to strengthen and empower social support networks

Communication Process

□ Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation page:

<http://www.austintexas.gov/article/african-american-mental-health-wellness-services>

- Questions should be directed to Laura Enderle
Laura.Enderle@austintexas.gov

512-972-5203

- Deadline to submit questions is 5:00pm on March 26, 2019

□ Anti-lobbying ordinance

- Request for Grant Application (RFGA) process: Anti-lobbying ordinance does not apply

Required Documents

All required forms available for download on the solicitation page:
<http://www.austintexas.gov/article/african-american-mental-health-wellness-services>

Required forms

- Section 0050 Request for Grant Application (RFGA) Offer Sheet (signature on page 3)
- Section 0500 Application, Scope of Work, and Instructions
- Section 0610.A Application Threshold Checklist
- Section 0650 Program Budget and Narrative

Required attachments (in same envelope as Section 0610.A)

- Current Board of Directors bylaws
- Copy of the most recently filed 990 or 990 EZ (no older than FY 2017), if applicable
- Approved Board of Directors Minutes that reflect documented processes to review program performance, approve budgets, review finance performance

Optional attachments

- Approved and signed Healthy Service Environment policy/policies (*reference Question 21 in 0500 - Application, Scope of Work, and Instructions*)
- Staff resumes and/or job descriptions (*reference Question 16 in Section 0500*)

Evaluation Criteria

CRITERIA	MAXIMUM POINT VALUE: 110 points
TURNED IN ALL REQUIRED DOCUMENTS	N/A
PART I: Program Overview & Implementation Strategies <ul style="list-style-type: none"> • Program Design and Strategies • Connection to CHIP, SD23, CLAS Standards • Population(s) Served 	55
PART II: Data Management and Program Evaluation	10
PART III: Staffing Plan	10
PART IV: Cost Effectiveness, Social Impact & Return on Investment <ul style="list-style-type: none"> • Budget • Cost per Client • Social Impact and Return on Investment 	25
PART V: BONUS EVALUATION POINTS (<i>Optional</i>)	10

Section 0500 – Application, Scope of Work, and Instructions

Response Instructions:

- Applicant may submit answers to all questions directly in the grey boxes provided in Section 0500, or in a separate Word document
- It is preferable to be repetitive rather than to leave sections incomplete
- Include question # and write N/A when an answer will not be provided
- Use size 12 Times New Roman font, double-spacing, and 1” margins
- Print single sided

Section 0500 – Application, Scope of Work, and Instructions

PART I: PROGRAM OVERVIEW & IMPLEMENTATION STRATEGIES (55 possible points)

Program Design Goals

- 1) Provide access to health and wellness benefits and services**
- 2) Reduce rates of chronic disease and illness disproportionately affecting African Americans**
- 3) Improve mental health and wellness for populations with disproportionately high rates of depression and poor mental health days**

Target Population

African American residents of Austin/Travis County, living at or below 200% of the Federal Poverty Level, who are disproportionately negatively affected by the following:

1. Low access to healthcare and health services
2. Higher rates of chronic disease
3. Higher rates of behaviors resulting in negative impacts on health
4. Higher rates of poor mental health
5. Other identified health disparities or inequities

Section 0500 – Application, Scope of Work, and Instructions

PART I: PROGRAM OVERVIEW & IMPLEMENTATION STRATEGIES (continued)

The proposed program should have a connection to and/or alignment with:

- Austin/Travis County Community Health Improvement Plan
- Austin Strategic Direction 2023
- CLAS Standards (National Culturally and Linguistically Appropriate Services)

Section 0500 – Application, Scope of Work, and Instructions

PART II: DATA MANAGEMENT & PROGRAM EVALUATION (10 possible points)

- Past successes and challenges with data management
- Data used for improving practices and program effectiveness

PART III: STAFFING PLAN (10 possible points)

- Describe staffing plan to accomplish activities
- Identify all staff FTEs and percentage of time to spend on the program
- Provide position descriptions, qualifications, and/or certifications

PART IV: COST EFFECTIVENESS, SOCIAL IMPACT & RETURN ON INVESTMENT(25 possible points)

- Complete Section 0650 (proposed budget) and provide justification for program costs
- Provide overview of any funding sources in addition to requested City funding
- Calculate and explain estimated cost per client
- Describe social impact and/or return on investment

Section 0500 – Application, Scope of Work, and Instructions

PART V: BONUS EVALUATION POINTS (10 possible points)

- Optional section
- Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
 - Tobacco-free campus
 - Mother-friendly workplace
 - Employee wellness initiative
 - Violence prevention policy
- The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies
 - For assistance, please call 512-972-5222

Section 0050

Completion of Section 0050 is required as part of the application

- ❑ Section 0050 - Request for Grant Application (RFGA) Offer Sheet
 - AAMHW1 available for download on the solicitation page:
<http://austintexas.gov/article/african-american-mental-health-wellness-services>
 - Signature by authorized representative needed in order for the City of Austin to accept the application

Section 0650

Completion of Section 0650 is required as part of application

Section 0650 - Program Budget and Narrative

- Document AAMHW9 available for download on the solicitation page: <http://austintexas.gov/article/african-american-mental-health-wellness-services>
- Include full list of other funding sources in addition to City amount of funding requested in specified columns on pg. 4
- Provide narrative descriptions of expenses to be paid for by **City funds only**

Important Dates

- ❑ Last day to submit questions to APH in writing:
March 26, 2019, 5:00 p.m.
- ❑ Applications DUE to APH:
April 3, 2019, 11:00am
- ❑ TENTATIVE: Austin City Council Approval on
June 20, 2019
- ❑ TENTATIVE: Agreement Start Date:
July 1, 2019

Submission Requirements

ALL PROPOSALS SHALL BE SUBMITTED PRIOR TO 11:00 AM (CST), April 3, 2019

- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs
- Submissions should be delivered in sealed envelopes with the application fastened with binder clips only
 - Envelope 1: Application Threshold Checklist & Required Documents
 - Envelope 2: Application Documents
 - *Reference Page 3 of Section 0500 - Application, Scope of Work, and Instructions for full list of required sections and attachments for each envelope*

Deliver to:

Austin Public Health
Attn: Laura Enderle
7201 Levander Loop, Building H
Austin, TX 78702

QUESTIONS?

