



# Access to Asian & Pacific Islanders Mental Health Services Request for Grant Applications (RFGA) Pre-Bid Conference Call

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April 23, 2020 at 1:30 pm  
Pre-bid conference call

**RFGA Authorized Contact Person:**  
Natasha Ponczek Shoemake  
[Natasha.Ponczek@austintexas.gov](mailto:Natasha.Ponczek@austintexas.gov)

# AGENDA

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01:30 pm – 02:45 pm

- Welcome and Introductions- state name, agency
- RFGA Submission Instructions
- Scope of Work
- Application
- Important Dates
- Question and Answer Process

02:45 pm – 03:00 pm

- Optional Technical Assistance: Applying in PartnerGrants

# Welcome & Introductions

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## Introductions

## Housekeeping

- Everyone is muted for the call until the Q&A.
- Materials for meeting located on the website and in PartnerGrants: <http://www.austintexas.gov/article/dove-springs-youth-services-solicitation-rfga-003-dove-springs-2020-nps>
- Comment and questions need to be submitted via email to [Natasha.Ponczek@austintexas.gov](mailto:Natasha.Ponczek@austintexas.gov)
- Natasha will be watching her email during the presentation if you have questions.
- PartnerGrants technical assistance will follow the presentation.

# Initial Steps

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All Applicants must:

1. Confirm that their organization is a registered vendor with the City of Austin
  - To confirm enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
  - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). and search for the organization's legal name.
  - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
2. Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. [To register, visit the PartnerGrants site](#) and click on "Register Here."
  - Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

# Sections of the RFGA

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFGA SCOPE OF WORK	*
F	RFGA APPLICATION	X
G	APPLICATION THRESHOLD CHECKLIST	*
H	CLIENT ELIGIBILITY REQUIREMENTS	*
I	PROGRAM BUDGET AND FUNDING SUMMARY	X
J	STANDARD AGREEMENT AND DELIVERABLES BOILERPLATE	*
K	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
L	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
M	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING	*
N	APPLYING FOR APH-FUNDED OPPORTUNITY - PARTNERGRANTS INSTRUCTIONS	*

# Submission Requirements

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## 2-STEP APPLICATION PROCESS:

- **STEP 1:** Threshold Checklist Review & Required Documents (Section G)
  - Applicants must meet the Threshold requirements to submit Step 2 Section F RFGA application.
  - Applicants will be notified whether they met the threshold or not.
  - Applicants that met the Threshold will be notified when they can begin Step 2 Section F of the Application.
- **STEP 2:** RFGA Application & Optional Documents (Sections A, F and I)

# Submission Documents Step 1

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All required forms available for download on the solicitation page:

<http://www.austintexas.gov/article/dove-springs-youth-services-solicitation-rfga-003-dove-springs-2020-nps>

## Step 1: Threshold Review Required Documents - Handout

### Section F: Application Threshold Checklist

- Current Board of Directors bylaws
- List of Board Members and their positions
- Four Approved Board meeting minutes in one annual period showing that the Board:
  - Meets at least four times per year
  - Approves the budget
  - Reviews performance and budget
  - Make sure the minutes show approval of the board
- Copy of the most recently filed 990 or 990 EZ (no older than 2017), if applicable
- Proof of agency non-profit status
- Two years of performance reports within the last five years for a similar program. This can be a report submitted to your other funders or to the City.
- Any agency monitoring reports from funders within the last five years regardless of funders

# Submission Documents Step 2

- Step 2: Required RFGA Application and attachments


Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFGA Application	Complete within the Word document, save as a PDF	Upload into PartnerGrants
I	Program Budget and Funding Summary	Complete within Word document, save as PDF	Upload into PartnerGrants
K	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
L	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	<ul style="list-style-type: none"> <li>Letters of Support - Question 8</li> <li>Staff resumes and/or job descriptions - Question 24</li> <li>Approved and signed Healthy Service Environment policy/policies for Bonus Questions</li> </ul>	Agency supplies these documents	Upload into PartnerGrants



# Section A: Offer Sheet

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The Offer Sheet is required for your application to be valid, and must be submitted in the second part of the process.

 <b>CITY OF AUSTIN, TEXAS</b> <i>Austin Public Health</i> <b>REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET</b>	
<b>SOLICITATION NO:</b> RFGA-003-DoveSprings 2020-NPS <b>SOLICITATION NAME:</b> Request for Grant Applications for Dove Springs Youth Services	
<b>DATE ISSUED:</b>	March 25, 2020
<b>Questions regarding the RFGA are due on or before:</b>	April 24, 2020 at 5pm CST

## Section A: Offer Sheet

- On the Offer sheet the organization's representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFGA document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.



**CITY OF AUSTIN, TEXAS**

**Austin Public Health**

**REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET**

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: \_

Company Address: \_

City, State, Zip: \_

Federal Tax ID No.: \_

Printed Name of Officer or Authorized Representative: \_

Title: \_

Email Address: \_

Phone Number: \_

Signature of Officer or Authorized Representative: \_

Date: \_

\* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.

# PartnerGrants Database

- Website:  
<https://partnergrants.austintexas.gov>
- PartnerGrants is an online/web-based database APH uses for contract management
- APPLICATIONS MUST BE SUBMITTED THROUGH THE PARTNERGRANTS SYSTEM.
- PAPER APPLICATIONS WILL NOT BE ACCEPTED.

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB ID

**APH** Austin Public Health  
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

**Log In**

Click [HERE](#) to use your City of Austin Login  
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:\*

Password:\*

Log In

[Forgot User ID?](#)  
[Forgot Password?](#)

**APH** Austin Public Health  
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?  
[Register Here](#)

**Announcements**

**COVID 19 UPDATE**

See [austintexas.gov/COVID19](https://austintexas.gov/COVID19) for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through Austin Public Health (APH) and the Office of Telecommunications and Regulatory Affairs (TARA), that promote health and/or digital equity.

# Scope of Work: Program Description

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## Program Description

- Demonstrate 2 years of service delivery to individuals who identify as Asian and Pacific Islander (API) and their community in a culturally appropriate manner.
- Interventions designed with the target population's needs at the outset, with the goal to increase access to mental health resources for API residents.
- Applicants must propose to provide at least one or a combination of the following program services:
  1. Expand culturally appropriate mental health services to the API community.
  2. Expand mental health service providers capacity to better respond to the mental health needs of the API population.
  3. Increase the API population's access to mental health services.

# Scope of Work: Funding & Timeline Overview

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**\$100,000 total available funding.**

**Austin Public Health anticipates awarding up to two Agreements with a minimum request of \$50,000 and maximum request up to the full amount of the available funding.**

The Agreement will have an effective start date of August 1, 2020, for an initial 12-month period, and two 12-month extension options funded at \$100,000 per extension option for a total potential Agreement amount of \$300,000 over a 36-month period. All extension options are conditional upon City Council approval of the Budget.

**Awarded programs may be structured as a reimbursable-based agreement or a deliverables-based agreement, as defined below:**

Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.

Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

# Scope of Work: Services Solicited

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**The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively and successfully for the priority population(s) identified.**

Applicants must propose to provide at least one or a combination of the following program services:

Note that Austin Public Health does not fund primary care medical services or medical detox services.

**Expand culturally appropriate mental health services to the API community.**

Examples to expand mental health services include, but are not limited to providing: group therapy; individual counseling; support groups; peer support; non-traditional types of therapy such as meditation, acupuncture, or EMDR (Eye Movement Desensitization and Reprocessing).

**Improve mental health service providers' capacity to respond to the mental health needs of the API population.**

Examples to expand capacity include but are not limited to: training existing mental health care professionals on API cultural competency; hiring mental health care professionals knowledgeable of API; hiring multicultural and multilingual mental health professionals

developing or expanding technology-based therapeutic tools; hiring outreach staff.

**Increase the API population's access to mental health services.**

Examples include but are not limited to: community engagement; mental health literacy and outreach; transportation; childcare; language access; registry of culturally competent practitioners; health insurance enrollment; extended office hours; web or telephone counseling; expansion of services to a new culturally appropriate, community-based, or partner location.

# Scope of Work: City of Austin Client Eligibility Requirements

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## Target Population

- Residents of the City of Austin and/or Travis County
- Household income at or below 200% of the Federal Poverty Level OR
- Identify as Asian or Pacific Islander (API)
- Client eligibility must be documented, and any proposed alternative requirements explained. See Section G - Client Eligibility Requirements.
- Any Austin/Travis County resident meeting the eligibility requirements can receive services funded by this opportunity including those who do not identify as members of the API community; however, it is expected that services provided through this funding will be designed for and directed to members of the API community.

# Scope of Work: Application Evaluation

<b>RFGA Application</b>		
Preliminary Questions	Questions A - D	No points, answers required
Section I: Program Description	Questions 1 - 8	30 points
Section II: Client Eligibility	Questions 9-11	10 points
Section III: Data Management	Questions 12-15	5 points
Section IV: Program Performance	Question 16	10 points
Section V: Alignment with City of Austin and APH Priorities	Questions –17-21	15 points
Section VI: Program Staffing and Time	Questions –22-24	10 points
Section VII: Program Budget and Funding Summary	Questions 25-26 Budget and Funding FORM	10 points
Section VIII: Cost Effectiveness	Questions 27-31	10 points
Section IX: Bonus Questions: Healthy Service Delivery	Bonus Questions A - D	10 Bonus Points
		<b>Total Points: 110</b>
Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFGA Application



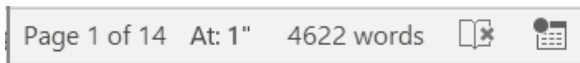
## Scope of Work: Application Format and Submission Requirements

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- ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

### Part 2 Section F Application Instructions:

- **Total word limit in Part 2 Section F Application is 10,000 words which includes the questions. Applications that exceed 10,000 words will not be considered.**
- Microsoft Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen (see image below). There are about 4600 words in F-RFGA Application.



- These 4,622 words are included in the 10,000 word limit.

The following documents will not count towards the total word count:

- Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
- Attachment I. Program Budget and Funding Summary section
- Attachments A, K, L, M

## Scope of Work: Application Format and Submission Requirements

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- Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- All questions are boxed and highlighted in green in Section F: Application Questions.
- Editing is restricted in the document except in the answer boxes where it says “Click or tap here to enter text.”
- Make sure to pay attention to the requirements for each question – this question has three parts.
- If there is an attachment, upload the document in PartnerGrants and check off the box below the question.

**Question 21:** Describe how your policies and practices will align with the National Culturally and Linguistically Appropriate Services (CLAS) standards. Applicants must describe specific CLAS standards that will be met.

Please attach appropriate policies and procedures.

Click or tap here to enter text.

- Appropriate policies are attached to application in Partnergrants.

## Scope of Work: Application Format and Submission Requirements

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- For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- If using this document, Applicants must type answers into the section that says “*Click or tap here to enter text*” after each question or in the required tables.
- If compiling responses in a separate document:
  - Applicants **must include all questions and narrative** before their answer so the Application appears the same as the provided template.
  - Clearly label each question and number, use size 11 Calibri font, double-space the document, use 1” margins on 8 ½ x 11” white paper without page scaling.
  - Make sure to transfer the drop down selections to the new document since they may be deleted in a different document.
- Provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- It is preferable to be repetitive rather than to leave sections incomplete. 😊

# RFGA Application: Program Performance

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## Program Performance

### Outputs:

- 12-month goal for the number of unduplicated clients served by the total program.
- The program goal should be based on past performance experience, budgeted program costs, and best estimates.
- The annual goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

### Outcomes:

- Must be put in a format of Numerator over Denominator.
- There is a table in the form that you can choose one of the 3 standard outcomes.
- There is a second table where you can propose one of your own measures.

# RFGA Application: Program Performance

- Applicants must include the following outputs:
  - *Number of unduplicated clients served per 12-month program period*
- Applicants must provide their own outcome and a required outcome at least one of the following standard Social Services outcome measures. Choose from the drop-down menu in the table.
  - **3A.** Percent of individuals whose mental health status as measured on a standardized assessment improves
  - **3B.** Percent of individuals making progress toward their treatment plan goals
  - **6A.** Percent of clients served through City’s Health Equity contracts who achieve intended healthy outcomes

Required: OUTCOME # 1	Total Program Annual Goal
5A Number of Individuals who complete an educational program that improves their knowledge	Click or tap here to enter numerator #.
Drop down menu – choose one of the three outcome denominators	Click or tap here to enter denominator #.
Drop down menu – choose one of the three outcome percentages	Click or tap here to enter outcome percentage %age (num/denom).

NOTE: The outcome listed in the box above is not a required outcome and is only an example of what the screen looks like.

# RFGA Application: Strategic Direction 2023

- Strategic Direction 2023: City of Austin uses SD23 to prioritize and classify our investments and initiatives in the next three to five years. You will be asked to align your program to at least one of the SD2023 outcome.
- Each Applicant will be asked to choose one of these four outcomes (from a drop-down menu) and how the proposed program supports at least one of the Strategic Direction 2023 outcome(s).

**Health and Environment:** Enjoying a sustainable environment and a healthy life, physically and mentally.

#### Healthy conditions and absence of unhealthy conditions among individuals

**SD23 Outcome 1:** Percentage of people who report 5 or more mental health days within the last 30 days

#### Accessibility to quality health care services, both physical and mental

**SD23 Outcome 2:** Number and percentage of clients supported through the City of Austin, including community-based preventative health screenings, who followed through with referrals to a health care provider or community resource

#### Climate Change and Resilience

**SD23 Outcome 3:** Percentage of residents who report having high levels of social support through friends and neighbors outside of their home

Please see the Complete Report: [Strategic Direction 2023](#) and [SD2023 Outcomes Metrics Master List](#)

**Question 17: Key Performance Metric (SD23):** Choose from the drop-down menu one of the four outcomes above (highlighted in orange).

Choose a performance metric from the drop-down menu

# RFGA Application: Community Health Improvement Plan

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- The **Community Health Improvement Plan (CHIP)** describes health broadly to include clinical health, health behaviors, social and economic factors, and environmental factors that impact the health status of community residents. Some strategies that are appropriate:
  - CHA-CHIP Objective 4.3: By 2023, increase by 10% the proportion of adults aged 18 and up in Austin/Travis County who receive mental health treatment or specialty treatment for substance use disorder or dependence with a focus on geographic equity.
- The full CHIP can be found [here](#).
- Each Applicant will be asked how their proposed program aligns with the goals of the Community Health Improvement Plan (CHIP) and which strategies it addresses.

# RFGA Application: CLAS Standards

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- Cultural and Linguistically Appropriate Services (CLAS) Standards in health and health care to advance health equity and improve service delivery for diverse populations.
- There are 15 CLAS standard grouped under four themes:
  - Principal Standard
  - Governance, Leadership and Workforce
  - Communication and Language Assistance
  - Engagement, Continuous Improvement and Accountability
- The Principal Standard is: Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.
- All applicants will be asked to describe specific CLAS standards (out of the 15) that will be met and attach appropriate policies as backup. Only five standards are listed in the application, but information on the rest may be found here:  
<https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>



# RFGA Application: Racial Equity Section

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life.
- Equity embedded into Austin’s values system means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

**Question 20.** Rate your organization for each of the following three questions with “Implementation Started” or “Plan to Implement”. Use the **drop down** menu to choose and then explain your answer in the next box.

Racial Equity Self Assessment Item	Choose from the <u>drop down</u> menu - <b>Implementation started or plan to implement</b>	What has been implemented or will be implemented?
We have access to data on racial/ethnic disparities to guide our work.	Drop down menu – choose item.	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Drop down menu – choose item	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Drop down menu - <u>choose</u> item	Click or tap here to enter text.

# RFGA Application: Program Staffing and Time

- Provide the funding source of the staff, titles and the amount of FTE for each staff.
- Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question.
- Example:

Funding Source	Title	FTE
APH Social Services	Program Director	0.25
APH Social Services	Executive Director	0.05
Travis County HHSD	Case Manager	1.00
Travis County HHSD	Case Manager	1.00
Foundation	<u>Admin Specialist</u>	<u>0.45</u>
	Total FTEs	2.75

## RFGA Application: Healthy Environment Bonus Questions

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- There are four questions that total up to 10 extra points if answered completely and with the appropriate policies.
  - Tobacco-free Campus
  - Mother-Friendly Workplace
  - Employee Wellness Initiative
  - Violence Prevention Policy
- Questions must be answered and policies must be uploaded in order to get points for the question.

# Section I: Program Budget and Funding Summary

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Completion of Section I is required as part of RFGA Application. It is a Word document to be uploaded. Click on the spreadsheet in Word and Excel will open up for editing.

## Program Budget

- Include full list of other funding sources in addition to City amount.
- The dollar amount requested in your Application's Program Budget and Narrative must reflect amounts for funding for the 12-month period.
- For every budget line containing a requested amount of **City of Austin funding only**, enter a short description or list of items included in that budget line.
- Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding.

## Program Funding Summary

- In this form, include other funding sources, grant/contract name and amount of funding.
- The total funding in this table should match the total funding in the Program Budget form.

# Important Dates

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- Deadline to Submit Questions to APH: **May 18, 2020 at 12 pm**
- Technical Questions regarding Partnergrants submission are due by 12 pm on the due date.
- Threshold Review Applications DUE to APH: **April 29, 2020 at 3pm**
- RFGA Applications DUE to APH: **May 25, 2020 at 3pm**
- Agreement Start Date: **August 1, 2020**
- Evaluation of Applications done by the middle of June 2020

# Communication with the City

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## Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted in two places: Funding Opportunity page in PartnerGrants and the solicitation website at least once per week.
- Questions regarding the RFGA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at [Natasha.Ponczek@austintexas.gov](mailto:Natasha.Ponczek@austintexas.gov).
- Only the information provided by the Authorized Contact Person is valid.

## Anti-lobbying ordinance

- For this Request for Grant Application process the anti-lobbying ordinance does not apply. You will see a reference to it in Section M Non-Collusion, Non Conflict of Interest and Anti-lobbying ordinance.

Partnergrants Technical Assistance: Applicants needing additional technical assistance in Partnergrants may contact the Primary contact for the solicitation.



# Questions?

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Contact: [Natasha.Ponczek@austintexas.gov](mailto:Natasha.Ponczek@austintexas.gov)