

**RFP 2022 – 003 Community Health Workers
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov or in the Partnergrants database by no later than March 17 by 3 PM CST.

Last Update by AB: March 22, 2022

Question No.	Questions	Answers
1	Will the presentation be made available?	The presentation is available on the competition website and in the Website Links section of the PartnerGrants Opportunity. It will be uploaded and sent via email to anyone who registered for the event and/or shared their information in the chat during the Pre-Bid Meeting.
2	Can one organization submit two proposals?	Yes. Those proposals would have to be completely distinct and for two completely separate programs. You must submit one Threshold Application for each unique proposal submitted.
3	If you submit two proposals, could they both be funded?	Each proposal will be evaluated independently. APH may award proposals from the same agency depending on the results of the evaluation.
4	Could you provide more information about the hub mentioned in the RFP?	In the fiscal year 2022 budget development process, City Council provided funding to create a CHW Hub. It will be managed by the Health Equity Unit. The hub will provide trainings and opportunities for CHWs. It is currently in development. The awardees of this program will be in communication and coordination with that hub.
5	Is the Threshold Checklist for 16247 - RFP 2022-003 APH Community Health Workers is the same as the Threshold Checklist for 15762 - RFP 2022-002 ARPA Food Access?	Yes, the threshold forms for both RFP 2022-002 ARPA Food Access and RFP 2022-003 APH Community Health Workers are the same questions. Please note that you may need to respond differently to questions specifically about experience related to the RFP for which you are applying. The Threshold Review form in Partnergrants starts the process of submitting a Proposal, and a unique threshold review is required for each proposal.
6	Heard this was 24-month funding in the pre-bid meeting, but the website says Project Start Date: 07/01/2022 and Project End Date: 06/30/2023	The Partnergrants Website has been corrected to reflect the 24-month funding period. The anticipated project dates are 7/1/2022 through 6/30/2024.

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7	We wanted to confirm whether we as an organization (or the subcontractor organization we plan to work with) would need to be registered with SAM.gov for this opportunity.	Registration with SAM.gov is preferred for all entities contracting with Austin Public Health, but is not required for this funding opportunity.
8	Will we need to provide any additional documentation specific to our collaborating subcontractor during the Threshold Review process?	No, it is not necessary to provide documentation about subgrantees during the Threshold Review process. The Threshold Application only needs to be completed by the primary fiscal agent who will be contracting directly with Austin Public Health.
9	Where do we directly go to apply for each final proposal?	Once a Threshold Application has been submitted and approved, you can again access the Opportunity you are applying to and click “Apply Final” near the top right. You will need to do this for each proposal you want to submit. You can find more information in the Video Tutorial linked in the Website Links section and in Exhibit F – Applying for APH-Funded Opportunity – Partnergrants Instructions.
10	Is our insurance valid for this agreement?	We are not able to make determinations about insurance at this stage in the process. Please review the requirements outlined in Exhibit E – Standard APH Agreement Boilerplate, Section 6.1 Insurance with qualified personnel in your organization and/or your insurance broker. If awarded, you will be able to discuss specifics of insurance with a contract manager during the negotiation process.
11	Would you be able to confirm if indirect costs are an allowable cost, and if so if there is a cap?	Indirect costs are not allowed under this opportunity. Administrative and personnel costs that might fall under this general heading may be allowable under existing line items in Form 3 – Budget and Funding Summary. Please refer to the instructions tab for descriptions of line items and refer to Exhibit E – Standard APH Agreement Boilerplate, Exhibit B.3 Compensation Terms

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		for more information about allowable and unallowable costs.
12	Where can we find more information on the CHA-CHIP working groups and APH CHW Hub and coalition mentioned in question 9 of the RFP? If we satisfy two of the four recommended community planning activities (Connect ATX and engaging community stakeholders, in our case) will that be sufficient?	<p>More information about the CHA-CHIP working groups can be found on the City of Austin Community Health Planning website. There you can access the 2018 Community health Improvement Plan (CHIP) and the 2022 Action Plan.</p> <p>Austin Public Health is launching a Community Health Worker Training Hub where it seeks to train community members to become DSHS Certified Community Health Workers. The 160-hours competency-based CHW training program is tentatively scheduled for May 2022. Applicants are encouraged to promote training and or have members of their organization complete the training if the member is not already a certified CHW.</p> <p>Evaluators will determine what activities are sufficient in their review of the submitted proposals. Include all relevant activities in your responses within Form 2 – RFP Proposal and the Program Work Statement form in Partnergrants as appropriate.</p>
13	Could you provide an example for how a SDOH assessments could be used on an individual level? Looking at question 17, here.	<p>Community Health Workers (CHW) play a critical role in assessing and addressing Social Determinates of Health (SDOH). A number of SDOH screening tools exists to screen individuals for social and environmental factors and influences that can negatively impact health and quality of life. Listed below are examples of screening tools used to tailor service, care, and case management. More information on the importance of SDOH screening can be found here: https://www.ruralhealthinfo.org/toolkits/sdoh/4/assessment-tools</p> <p>Screening tools for SDOH assessment include but are not limited to:</p> <ul style="list-style-type: none"> • The National Association of Community Health Centers <p>https://prapare.org/</p>

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		<ul style="list-style-type: none"> • The American Academy of Family Physicians https://www.aafp.org/family-physician/patient-care/the-everyone-project/toolkit/assessment.html • Centers for Medicare & Medicaid Services https://innovation.cms.gov/files/worksheets/a-hcm-screeningtool.pdf • Health Begins https://www.aamc.org/system/files/c/2/442878-chahandout1.pdf • Connect ATX https://connectatx.unitedwayaustin.org/forms/connectatxpublic-help-form
14	<p>We see the RFP Information Page lists Texas DSHS CHW Instructor Continuing Education as a resource, but is there a recommendation or resource for certifying new CHW instructors?</p>	<p>Links provided in Exhibit C – Scope of Work, as well as the website links sections of the Partnergrants opportunity and Competition Websites include information provided by the Texas Department of State Health Services CHW Certification Requirements.</p> <p>DSHS CHW Instructor Certification training is available to all current DSHS Certified CHWs. Refer to 2022 Texas DSHS-Certified Training Programs for Community for a list of training programs that offers Instructor training to existing CHWs. Programs that provide instructor trainings are indicated by the “Instructor Course” check box.</p>
15	<p>Piggybacking off the above, can you provide any direction or resources that speak to what qualifies an organization / business to "vouch" for individuals claiming 1000 hours of prior experience in lieu of CHW training?</p>	<p>Please see the DSHS CHW Certification Requirements. Additional information on certifying based on experience can be found here. On page 25 it states that an endorsing organization must identify a supervisor or point of contact that will confirm and verify an individual has worked at least 1,000 hours related to the eight (8) core-competencies identified for DSHS’s CHW Certification. Core Competencies can be referenced here.</p>
16	<p>Finally, looking at question 24, I see that CHIP Strategy 1.1.3 states: "Establish or tap into an existing network for CHW/SCs to share learnings and experiences." Could you give an example of an existing CHW/Service Coordinator (SC) group?</p>	<p>There are various working groups or networking groups of Community Health Workers and programs employing CHWs in Central Texas. For example, the Access to Care working group of the CHIP meets quarterly. Currently, there is only one CHW</p>

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	<p>Would a group of social workers or case managers who all work for the same organization fall into this category?</p>	<p>association/network/coalition in Central Texas recognized by DSHS. Austin Public Health intends to convene CHWs and CHW efforts through participation in Austin’s CHA/CHIP, Access to Care Workgroup and APH’s CHW Hub.</p> <p>The aim of CHIP Strategy 1.1.3 is to promote community cross-collaboration and capacity building with CHW groups external to their agency.</p>
<p align="center">17</p>	<p>In our application, does the subcontracting organization need to list their currently awarded grant funding in the program funding summary, or is information on only Out Youth's current funding required?</p>	<p>This Program Funding Summary Tab of Form 3 – Program Budget and Funding Summary is for the lead agency to complete. Subgrantees do not need to include funding information.</p>