Section E

RFGA SCOPE OF WORK

1. **Introduction**

The City of Austin (City) seeks applications in response to this Request for Grant Applications (RFGA) from qualified social service providers (Applicants) with demonstrated experience providing services to individuals who identify as Asian and/or Pacific Islander and their community (API population). Interventions must be designed with the priority population’s needs at the outset, with the goal to increase access to mental health resources for the API community.

1. **Background & Purpose of Funding**

On May 3rd, 2019, the Joint Inclusion Committee made the following recommendation:

“Support for requests made by Joint Committee member commissions to increase resources for mental health services, education and outreach and for counseling services.” …

“According to the National Alliance on Mental Illness (NAMI): “ Mental Health: A Report of the Surgeon General” states: “Despite the existence of effective treatments, disparities lie in the availability, accessibility and quality of mental health services for racial and ethnic minorities,” Some of the reasons cited are: A lack of availability, transportation issues, difficulty finding childcare/taking time off work, the belief that mental health treatment “doesn’t work”, the high level of mental health stigma in minority populations, a mental health system weighted heavily towards non-minority values and culture norms, racism, bias, and discrimination in treatment settings, language barriers and an insufficient number of providers who speak languages other than English, a lack of adequate health insurance coverage (and even for people with insurance, high deductibles and co-pays make it difficult to afford).”

On May 21st, 2019, The Asian American Quality of Life Advisory Commission described the issues facing the API community and existing data:

“High levels of mental distress and serious mental illness is prevalent in Austin’s API community. However, API persons experiencing these conditions are less likely to seek treatment due to social stigma, lack of awareness and language barriers.”

“Data from the City’s Asian American Quality of Life Initiative (Quantitative Study) showed higher levels of mental distress and serious mental illness across all of Austin’s largest Asian American ethnic groups when compared to the general U.S. population. In addition, these groups also exhibited low utilization levels of psychiatrists, psychologists, and other mental health professionals (counselors, marriage therapists, social workers).”

On September 10, 2019, the City Council passed the Fiscal Year 2020 Budget which included the following Budget Item:

***Department: Austin Public Health***

***Mental Health Services: Expand access to affirming mental health therapy for the API community.***

***Commission: Asian American Quality of Life Advisory Commission***

1. **Funding and Timeline**

## $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.

1. **Services Solicited**

## 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.

1. 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).

1. 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.

1. 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.

**Priority Population**

Residents of the City of Austin or Travis County, living at or below 200% of the Federal Poverty Level, who identify as Asian or Pacific Islander and their community (API).

**City of Austin Client Eligibility Requirements**

Residents of the City of Austin or Travis County who are either living at or below 200% of the Federal Poverty Level or identify as a member of the priority population. Client eligibility must be documented, and any proposed alternative requirements explained. See Section H - 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.

1. **Application Evaluation**

A total of 100 points may be awarded to the application with an additional ten bonus points available for a potential of 110 total evaluation points. All applications will be evaluated as to how the proposed program aligns with the goals of this RFGA and whether each question has been adequately addressed.

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| Part 1  Section G: Threshold Review | Form in Partnergrants with required upload | No points, but Applicant must pass threshold in order to submit RFGA Application |
| Part 2  Section F: RFGA Application | | |
| 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 |
| Total: 110 Points | | |
| 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 |

1. **Application Format and Submission Requirements**

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

**Section F. RFGA Application Instructions:**

1. **Total word limit in Section F. RFGA Application is 10,000 words which includes the questions. Applications that exceed 10,000 words will not be considered.**
2. Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 4600 words in Section F-RFGA Application, and this is included in the 10,000 word limit.
3. Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
4. All questions are boxed and highlighted in green in Section F: RFGA Application. Editing is restricted in the document except in the answer boxes. 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.
5. 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.
6. 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.
7. If compiling responses in a separate document, 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.
8. The following documents will not count towards the total word count:
   1. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
   2. Attachment I. Program Budget and Funding Summary section
   3. Attachments A, K, L

**Required documents:** The following documents must be submitted in this RFGA.

Note: For the Threshold Review, the following information must be submitted by **3pm on May 6, 2020:**

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| **Section No.** | **Item/Document** | **Instructions** | **How to Submit** |
| G | Application Threshold Checklist | Complete checklist and upload the required documents. | Fill out in PartnerGrants with items uploaded into form. |

Note: For the RFGA Application, the following information must be submitted by **3pm on June 15, 2020:**

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| **Section No.** | **Item/Document** | **Instructions** | **How to Submit** |
| A | Offer Sheet | Review, sign and scan signed document | Upload into PartnerGrants |
| F | RFGA Application | Complete in Word template provided  Save as a PDF | Upload into PartnerGrants as well as any Application Attachments |
| I | Program Budget and Funding Summary | Complete in Word template provided  Double click on the Excel charts within document to edit  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 |

1. **Additional Information**

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.   
  
Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.  
  
Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.  
  
Application Preparation Costs: All costs directly or indirectly related to the preparation of a response to the RFGA or any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.

Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant’s ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.