CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

1. **Question:** Should the certification of insurance show the City of Austin Contract number and all endorsements by number before submitting our response to the RFA?
   Answer: Proof of insurance is not required to be submitted at the time an application is submitted.

2. **Question:** Should we be expected to fulfill each of the 5 issue areas outlined in the RFA only areas that we are qualified to provide? In other words, is the expected awardee responsible for each issue area or with there be multiple awards according to each issue area?
   Answer: As outlined in Section 0500 – Scope of Work, Section 3 – Principal Objectives, Applicants are required to propose service strategy/strategies that are consistent with one or more of the issues areas and associated goals outlined in this section. Additionally, as outlined in Section 0500 – Scope of Work, Section 8 – Funding Information, the City of Austin Health and Human Services Department will award one or multiple contracts in each issue area until the maximum level of funding has been reached for the particular issue area:
   a. Maternal and Infant Health - $390,000
   b. African American Health Disparities - $410,000
   c. Services for the Elderly - $50,000
   d. LGTBQ People of Color Sexual Health and Wellness - $100,000
   e. Immigrant Mental Health - $100,000

3. **Question:** When will the announcement be made to the awardee for the contract?
   Answer: The City of Austin Health and Human Services Department has not identified a specific data that an Applicant will be notified of funding awarded through this RFA. As outlined in Section 0500 – Scope of Work, Section 8 – Funding Information, the initial 12-month contract funding period will begin on March 1, 2016, therefore a notice of award will be issued prior to this date.

4. **Question:** What would be the role and responsibility for us if we were the fiscal agent for 2 smaller non-profits, for this particular grant?
   Answer: The City of Austin Health and Human Services Department has not defined the role and responsibility of a fiscal agent in this RFA. An applicant must define the role and responsibility of serving as a fiscal agent for funding awarded through this solicitation which will be sub-awarded to other non-profits.

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

5. **Question:** The Health Equity RFA cites a "Health Inequities in Austin Travis County (August 2015). Can you send me a copy or a link to that report?
   Answer: The Health Inequities in Austin Travis County Report and Recommendations as well as the Austin City Council Resolution that resulted in the report can be found at the following link:
   http://www.austintexas.gov/sites/default/files/files/Health/Info_to_Post/Health_Inequities_in_Austin_Travis_County_Report.pdf

6. **Question:** In this RFA, there is no mention of the Asian population. Is there any particular reason why this group is not included in the health prevention and education programs?
   Answer: On 8/3/15, the Health and Human Services Committee of the Austin City Council passed a recommendation to the full City Council to include $1,050,000 in the fiscal year 2016 budget discussion to identify possible sources of funding for the programs identified in the Health Inequities Report. Subsequently, the Austin City Council allocated funding in fiscal year 2016 to implement the recommendations in the Health Inequities Report. Please see the link in Question #5 to the Health Inequities in Austin Travis County Report and Recommendations.

7. **Question:** How are allocations for funding of each issue area determined?
   Answer: The recommended allocations for funding for each issue area were included in the Health Inequities in Austin Travis County Report and Recommendations linked in Question #5.

8. **Question:** Can applicants submit applications higher than the allocated amount?
   Answer: Applicant can submit an application higher than the allocated amount for each issue area but recommendations for funding made by the Austin/Travis County Health and Human Services Department will not exceed the allocated amount for each issue area.

9. **Question:** What is the minimum number of outputs & outcome measures required?
   Answer: As outlined in Section 0600 – Proposal Preparation Instructions & Evaluation Factor, Section D – Performance Measures – Impact on the Goals, the application must include the required high-level output and the Applicant shall

propose at least one high-level outcome which show the connection to the program strategy(ies).

10. **Question:** On page 6 of 7 in scope of work it states that alternative eligibility criteria can be proposed. Can this include having clients that are above 200% of FPLA as well as those who are at or below 200%?
    Answer: Yes

11. **Question:** What is the age for the definition "elderly"?
    Answer: 55 years old

12. **Question:** Are agencies allowed to use another agency as their fiscal agent? (This would be for agency that does not have their own 5013c)
    Answer: Yes

13. **Question:** How do you define "Women of Color" in the Maternal and Infant Health?
    Answer: Women of Color was not specifically defined in the RFA or the Health Inequities in Austin Travis County Report and Recommendations, however for the purposes of this solicitation Women of Color include the populations experiencing disparate health outcomes as identified in the Health Inequities report.

14. **Question:** Are there stipulations for additional outcomes?
    Answer: As outlined in Section 0500 – Scope of Work, Section 6 – Outcomes & Outputs, an Applicant may propose additional high-level outcomes which show the connection to the program strategy(ies).

15. **Question:** Are the outcomes and outputs listed in Section 0500-Scope of Work specific? (i.e. Are these the <u>only</u> <u>specific</u> outcomes upon which the proposals will be graded?)
    Answer: As outlined in Section 0500 – Scope of Work, Section 6 – Outcomes & Outputs, all applications shall include the one high-level output and one or more of the outcomes listed in this section to demonstrate progress in the Issue Area Identified. Additional outputs and outcomes may be proposed which show the

connection to the program strategy(ies). All required outcomes and outputs, as well as additional outcomes and outputs proposed by the Applicant will be evaluated.

16. **Question:** If you receive funding from the City of Austin do you include that amount in other sources if the contract is less than 1 year and for a small amount of funds?
    Answer: Yes, any funding the Applicant receives that will be used in conjunction to deliver the proposed program for this RFA must be listed in Section 0650 – Program Budget and Narrative, in the column labeled "Amount Funded by ALL OTHER Sources".

17. **Question:** If an agency requests funding in more than one issue area, are they obligated to have a corresponding outcome? (Meaning an outcome in African American Health & Maternal for instance?)
    Answer: Yes

18. **Question:** If an agency already has a city contract and is awarded in the RFA will those two contracts be merged?
    Answer: No

19. **Question:** Is there a place to see alternate eligibility criteria for specific disease/illnesses, etc? (Like a list)
    Answer: No

20. **Question:** Are sole proprietors excluded from applying? (example: acupuncturists, massage therapist, wellness/health coaches)
    Answer: All Applicants must meet the criteria listed in Section 0500 – Scope of Work, Section 8 – Eligible Applicants.

21. **Question:** Can you explain evidence based & researched based guidelines?
    Answer: Please see Section 0635 – Defining Evidence Guideline.

22. **Question:** On page 4 under Program Strategies/Target Population: What if an agency provides services for a genetic condition, and therefore some clients may not fit under the 200% poverty guidelines, as services are provided to all. Will this RFA applicant be penalized?

Answer: As outlined in Section 0500 – Scope of Work, Section 7 – Eligibility Requirements, Applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s). And, if applicable, Applicants shall clearly define the proposed alternate eligibility criteria.

23. **Question:** If an applicant is the smaller agency who will carry out the program but there's a larger agency that will serve as the fiscal agent, who is the applicant? (The smaller group carrying out the work?)
Answer: The fiscal agent would be the Applicant.

24. **Question:** Could the fiscal agent complete envelope #1? The agency actually carrying out the work complete envelope #2?
Answer: Envelope #1 and #2 must be submitted together. The Applicant can determine how to gather and complete the required information for each envelope.

25. **Question:** Can you give examples of outputs beyond the one listed in Section 0640, Page 1 of 2?
Answer: No, an Applicant may, but is not required, propose additional outputs beyond the one listed in Section 0640 – Program Performance Measures and Goals.

26. **Question:** Since I am a small private organization (that partners with a school district); am I not eligible to apply for this opportunity to expand my work within the District?
Answer: All Applicants must meet the criteria listed in Section 0500 – Scope of Work, Section 8 – Eligible Applicants.

27. **Question:** It is stated that a bonus 5 pages are allowed for agencies completing the bonus point materials. Does the extra 5 pages include the entire application or is the 5 pages allocated only for the bonus material information?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions & Evaluation Factor, Application Format, An additional 5 (five) pages is allowed if an application responds to any or all of the items in Part IV of this RFA. These additional 5 pages are only to respond to the requested information in Part IV – Bonus Evaluation Points.

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

28. **Question:** Are there any circumstances in which you would consider for this grant a for-profit organization with a proven track record of fiscal responsibility and programming successes or a fiscally sponsored organization that is awaiting tax exempt status?
    Answer: All Applicants must meet the criteria listed in Section 0500 – Scope of Work, Section 8 – Eligible Applicants.

29. **Question:** The due date of 1/18/16 of appears to fall on a city holiday, MLK Day. Would it be possible for you to clarify if your office specifically will be open on that date or if you would like applications submitted at a different time?
    Answer: The due date for this solicitation has been extended to 02/01/2016 @ 11 a.m. CST.

30. **Question:** Can an agency that is not a governmental entity apply on behalf of AISD?
    Answer: All Applicants must meet the criteria listed in Section 0500 – Scope of Work, Section 8 – Eligible Applicants.

31. **Question:** In the introduction, can you add Asian Americans to the list of populations with disparate health outcomes?
    Answer: Yes, we can add Asian Americans to Section 0500 – Scope of Work, Introduction, however it doesn't change the recommendations identified in the Health Inequities in Austin Travis County Report and Recommendations. Please see the revised RFA posted at: http://austintexas.gov/article/health-equity-solicitation

32. **Question:** Can you require that Agencies describe their capacity and strategy to meet the four (4) key CLAS standards, including their strategy to meet the needs of Hispanic and Asian American clients with Limited English Proficiency (LEP)?
    Answer: Yes, please see the revised RFA posted at: http://austintexas.gov/article/health-equity-solicitation

33. **Question:** Is there a person that we can speak to about the research based/evidenced based guidelines besides the information provided in the solicitation?
    Answer: There is no contact person at HHSD that can explain the evidence/research based guidelines beyond the details provided in Section 0635 – Defining Evidence Guideline. An Applicant must determine which level of evidence the program model

falls in, according to Section 0635 - Defining Evidence Guideline, as outlined in Section 0600 – Proposal Preparation Instructions & Evaluation Factor, Section C – Program Strategy to Accomplish the Goals. Please note the credit citation located at the bottom of Section 0635 - Defining Evidence Guideline.

34. **Question:** Can you please indicate if Letters of Support are either required or accepted as part of the Health Equity Application? We would like to work closely with several community partners for our program design. There would be no financial relationship between our agencies, only a statement from them that they support our application.
    Answer: Letters of Support are not specifically required in order to submit an Application in response to this RFA. As stated in Section 0600 – Proposal Preparation Instructions & Evaluation Factor, Section E – Service Coordination, an Applicant should attached any program Memoranda of Understanding (MOU) and explain how this arrangement (*coordination with other agencies*) improves service delivery to clients.

35. **Question:** Do the participants of our programs have to be residence of Travis County?
    Answer: As outlined in Section 0620 – Client Eligibility Requirements, in the section labeled "Residency", City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County. Additionally, as stated in Section 0500 – Scope of Work, Section 7 – Eligibility Requirements, Applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s).

36. **Question:** Does this RFA allow indirect costs (F&A)? If so, what percentage is allowed and does it count towards the budget limit?
    Answer: There is no allowance in the budget for indirect cost rate. All expenses must be a direct expense and included in Section 0650 – Program Budget and Narrative, in the available line items under: Personnel, Operating Expenses, Direct Assistance for Program Clients, and/or Capital Outlay.

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

37. **Question:** The link provided for debarred vendors for the COA provided in the RFA appears to be broken. Is there another location that we can use to verify that our agency is not on this list?
    Answer: The link provided in Section 0610 – Application Threshold Checklist to the City Debarment information is an link for City staff to check debarment information. If an Applicant wants to verify that their agency is not on this list, they may contact the City of Austin Purchasing Office at 512-974-2500.

38. **Question:** Since the project proposals for this RFA are now due at a later time, will there be a delay in the start of the funding period?
    Answer: As stated on page one of the updated RFA document, applications are due prior to 2/01/16, 11 a.m. local time.

39. **Question:** Regarding the submission requirements to submit 1 original and 6 electronic copies, is that 1 CD with 6 copies on it, or 6 separate CDs?
    Answer: Please submit 1 original and electronic copies of your entire application on 6 separate CDs or flash drives.

40. **Question:** Is there a list of required attachments in one place (ex. Board minutes, monitoring reports, etc.)?
    Answer: No, the required attachments are listed throughout the RFA document.

41. **Question:** Are any of the Health Equity documents available in Microsoft word? (ex. Program Budget and Narrative, Program Staff Positions and Staff Time, Program Performance Measures and Goals, etc.)
    Answer: No. There are features in free pdf viewers available online which allow users to type information into the RFA documents.

42. **Question:** Do items in a bulleted list in the application have to be double spaced or just double spaced before and after?
    Answer: The entire application must be double spaced.

43. **Question:** Do endnotes for citations count as part of the 20 page limit?
    Answer: Yes

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

44. **Question:** If income level is not one of your eligibility criteria, but you state that you will seek to include clients at different income levels, are your required to have clients show proof of eligibility or is self-reporting sufficient?
    Answer: If an Applicant proposes alternate eligibility criteria, as stated in Section 0600 – Proposal Preparation Instructions & Evaluation Factor, Section B – Target Population(s) for the Goal(s), the Applicant must describe how the alternate eligibility criteria will be documented for the target population(s) identified in the application.

45. **Question:** In the threshold envelope are the required attachments: Application Threshold Checklist, by-laws, approved board minutes, 990 and financial audit the only required documents for the threshold envelope?
    Answer: As outlined in Section 0500 – Scope of Work, Section 9 – Eligible Applicants, all Applicants must submit the following documents in a sealed envelope in the same package as their application:
    a. Completed Application Threshold Checklist (Section 0610)
    b. Current Board of Directors by-laws
    c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
        a. reviews program performance
        b. approves budgets
        c. reviews financial performance
        d. approves audit reports
    d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2013)
    e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

46. **Question:** Can grant funds be used to provide non-monetary incentives or rewards to clients? For example, gift card, physical activity tracker, cookbook, etc.
    Answer: Yes

47. **Question:** Is there a checklist, or any kind of list, of the Attachments available?
    Answer: No, the required attachments are listed throughout the RFA document.

48. **Question:** Is there a preferred or required order to the attachments?

Answer: No

49. **Question:** I see "Required Attachments" listed as #2 under Envelope 1 and "Attachments" listed as #3 for Envelope 2. Are these the same attachments (two copies of exactly the same items)? or different attachments, and if different, can you please clarify which attachments are needed in Envelope 1?
Answer: The attachments referenced for Envelope #1 and Envelope #2 are not the same. The required attachments in Envelope #1 are outlined in Section 0500 – Scope of Work, Section 9 – Eligible Applicants, which states that all Applicants must submit the following documents in a sealed envelope in the same package as their application:
a. Completed Application Threshold Checklist (Section 0610)
b. Current Board of Directors by-laws
c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
    a. reviews program performance
    b. approves budgets
    c. reviews financial performance
    d. approves audit reports
d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2013)
e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

50. **Question:** Re: the flash drive copies required, should the materials on the flash drive be provided as one complete pdf including all materials together in one document, or should we provide the materials in three separate pdf documents (Executive Summary; Application; and Attachments)?
Answer: The City did not specify whether the Application Documents should be provided as one complete pdf including all the materials together in one document or in three separate pdf documents, therefore an Applicant can choose how they would like to provide the materials on the flash drives or CDs.

51. **Question:** For this funding application we would be submitting a full audit for 2014 and a Compiled Financial Report for 2013 from the same audit firm. Neither Audit or

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

HEALTH EQUITY RFA

SOLICITATION NUMBER: HE2015RK

QUESTIONS & ANSWERS

Compiled Financial Report reflected a going concern, and no material financial management issues were cited in the most recent 2014 audit. Would our organization maintain eligibility to apply for the City of Austin grant funding with full audit and compiled financial report?

Answer: As stated in Section 0610 – Application Threshold Checklist, an Applicant must attach a written explanation for any item on the checklist marked as "No". The City will evaluate the explanation provided and determine if it meets the minimum standards as outlined in Section 0500 – Scope of Work, Section 9 – Eligible Applicants. The City will contact the Applicant if more information is needed.